

**The Gimlet Newspaper Inc.  
Annual General Meeting**

Monday 23<sup>rd</sup> March 2015

Held in The Meeting Room, Bencubbin Community Resource Centre ,Monger Street, Bencubbin.

**Opened:** 7.40pm

**Present:** Ron Collins (President), Jeanette Beagley (Secretary), Donna Cooper, Nancy Collins, Sharon Kett

**Apologies:** Kaye Gracie, Margaret Jeffries

**Minutes of previous AGM:** Minutes of the AGM held on 10<sup>th</sup> March 2014 were circulated and read. Moved Donna Cooper seconded Sharon Kett that they were a true and correct record. Carried

**Business Arising:** Nil

**Financial Statement:** Audited statement presented by Jeanette Beagley in the absence of the treasurer.(Margaret Jeffries)

The balance of the account number 017-416608-7 as at 31<sup>st</sup> December 2014 \$3,888.24. The Gold Term Deposit account number 017-686339-4 balance \$26,674.33. Moved Jeanette Beagley seconded Donna Cooper. Carried.

**President's Report:** Verbal report from the President thanking everyone who had contributed to the success of The Gimlet in 2014.

**Election of Office Bearers:** Nominations occurred as follows:

**President:** Ron Collins nominated by Jeanette Beagley. He accepted.

**Vice President:** Sharon Kett nominated by Nancy Collins. She accepted

**Secretary:** Jeanette Beagley nominated by Ron Collins She accepted

**Treasurer:** Margaret Jeffries nominated by Donna Cooper. Margaret indicated she would accept this position if nominated

**Editor-In-Chief:** Donna Cooper nominated by Ron Collins. She accepted.

**Committee:** Nancy Collins was appointed.

**Bank account signatories:** Moved Donna Cooper seconded Sharon Kett that the signatories of the BankWest accounts number 017 416608-7 and term deposit 017 686339-4 be the President (Ron Collins) the Vice President (Sharon Kett), the Secretary (Jeanette Beagley) or the Treasurer (Margaret Jeffries), with two (2) to sign jointly. Kaye Gracie to be removed as a signatory and Sharon Kett to be included. Carried

**Subscriptions:** Moved Sharon Kett seconded Nancy Collins that the meeting ratify the fees for Subscription/Membership and advertising as was decided at the General Meeting on 3<sup>rd</sup> November 2014. Carried

**Auditor:** Discretion of the treasurer.

**Meeting closed at 8.03pm and was immediately followed by a General Meeting.**

**The Gimlet Newspaper Inc.**  
**General Meeting**  
Monday 23<sup>rd</sup> March 2015

Held in The Meeting Room, Community Resource Centre, Monger Street, Bencubbin.

**Opened:** 8.04pm

**Present:** Ron Collins, Jeanette Beagley, Donna Cooper, Nancy Collins, Sharon Kett

**Apologies:** Kaye Gracie, Margaret Jeffries

**Minutes of the previous General Meeting** held 3<sup>rd</sup> November 2014 were circulated and read. Moved Donna Cooper, seconded Sharon Kett that they were a true and correct record.  
Carried

**Business Arising.** 23 of the 31 vouchers (\$10) given to Gimlet volunteers have been handed into KC's Cafe. Reminder to recipients to use vouchers will go in next Gimlet.

**Financial Statement:** Financial statement presented. Balance of Society Cheque Account \$6907.56. Gold Term Deposit balance \$26,674.33. Moved Jeanette Beagley seconded Donna Cooper. Carried.

**Inward Correspondence:** State Library Serial Claim

Melissa Price office requesting info.

Christmas Greeting from Kununoppin Hospital staff.

**Outward Correspondence:** Thank you card to Kaye Gracie.

**General Business:**

- 1 Electronic information sheet has been updated.
- 2 Resolved a key to Gimlet office be given to Sharon Kett at the Community Resource Centre
- 3 97 copies of The Gimlet printed weekly and 27 electronic copies as of March 2015.

**Volunteer List as at March 2015**

*Editors:* Donna Cooper(Editor-In- Chief), Rebecca Watson, Margaret Jeffries, Michelle Fitzpatrick

*Typists:* Hilary West, Dee Breakell, Amanda Sanders, Laura Kett

*Printers:* Sandy Wyatt, Jeanette Beagley, Tryphena Gillett, Donna Putt, Lauren Grylls

*Assemblers:* Nola Lock, Margo Sachse, Marsha Tomas, Tania Francis, Sue Vernon, Jeanette Beagley Joy Cooper, Ann Gillett, Vicki Parker, Ros Huxley, Sharnee Beard, Bronwyn Morgan, Theresa Hill, Tracy Tranter

*Departures:* Deanne Morgan, maternity leave, and Kaye Gracie retired to Dongara.

**Meeting closed 8-30pm**

**The Gimlet Newspaper Inc**

**Annual General Meeting**

Monday 21<sup>st</sup> March 2016

Held in The Meeting Room, Bencubbin Community Resource Centre, Monger Street, Bencubbin.

**Opened:** 2.03pm

**Present:** Ron Collins, Jeanette Beagley, Margaret Jeffries, Donna Cooper, Sharon Kett, Michelle Fitzpatrick.

**Apologies:** Nancy Collins, Rebecca Watson

**Minutes of previous AGM:** Minutes of the AGM held on 23<sup>rd</sup> March 2015 were circulated and read. Moved Donna Cooper seconded Sharon Kett that they were a true and correct record. Carried

**Business Arising:** Nil

**Financial Statement:** An audited statement was presented.

The balance of account number 017-416608-7 as at December 2015 \$10,365.82. The Gold Term Deposit account number 017-686339-4 balance \$27,175.93. Moved Margaret Jeffries seconded Donna Cooper. Carried

**Presidents Report:** Verbal report thanking all who contributed to the success of The Gimlet in 2015.

**Election of Office Bearers:** Nominations occurred as follows:

**President:** Michelle Fitzpatrick nominated by Jeanette Beagley. She accepted.

**Vice President:** Sharon Kett nominated by Donna Cooper. She accepted

**Secretary:** Jeanette Beagley nominated by Sharon Kett. She accepted

**Treasurer:** Margaret Jeffries nominated by Sharon Kett. She accepted

**Editor-In- Chief:** Donna Cooper nominated by Jeanette Beagley. She accepted

**Committee:** Nancy Collins was appointed

**Bank account signatories:** Moved Donna Cooper seconded Jeanette Beagley that the signatories of the Bankwest account numbers 017-416608-7 and Term Deposit 017-686339-4 be the President (Michelle Fitzpatrick), the Vice President(Sharon Kett) ,the Secretary(Jeanette Beagley), or the Treasurer(Margaret Jeffries) with two(2) to sign jointly. Ron Collins to be removed as a signatory and Michelle Fitzpatrick to be included. Carried

**Subscriptions:** Moved Donna Cooper seconded Ron Collins that the meeting ratify the fees for Subscriptions/ Membership and advertising as was decided at the General Meeting held on November 16<sup>th</sup> 2015. Carried

**Auditor:** Discretion of the treasurer.

**Meeting closed at 2.45pm and was immediately followed by a General Meeting.**

**The Gimlet Newspaper Inc.**  
**General Meeting**  
Monday 21<sup>st</sup> March 2016

Held in The Meeting Room, Community Resource Centre, Monger Street, Bencubbin.

**Opened:** 2-46pm

**Present:** Ron Collins, Jeanette Beagley Donna Cooper, Margaret Jeffries, Sharon Kett  
Michelle Fitzpatrick, Len Cargeeg

**Apologies:** Nancy Collins, Rebecca Watson

**Minutes of the previous General Meeting** held 16<sup>th</sup> November 2015 were circulated and read. Moved Sharon Kett, seconded Donna Cooper that they were a true and correct record.  
Carried

**Business Arising.** Special meeting was held on November 30<sup>th</sup> 2015 to rescind motions regarding bank account changes.

Two 22 inch computer screens have been purchased and are installed.

Drop box is going okay.

**Financial Statement:** Financial statement presented. Balance of Society Cheque Account \$12,803.02 Gold Term Deposit balance \$27,175.93. Moved Margaret Jeffries seconded Donna Cooper the financial statement be accepted. Carried.

Moved Donna Cooper seconded Michelle Fitzpatrick \$7,000 be invested in the Gold Term Deposit account. Carried

**Inward Correspondence:** Christmas Greeting card from Laura Fazey and Mt Marshall Shire

**Outward Correspondence:** Thank you card to Bronwyn Morgan for her generous voluntary service to The Gimlet as an assembler.

**General Business:**

- 1 Donna Cooper will meet with Anne Millar at Bencubbin News and Post to rectify failure to present invoices and accounts.
- 2 Colour copy of The Gimlet to be printed for 50<sup>th</sup> birthday edition and include interesting snippets.  
Complimentary Gimlet to past volunteers who can be located.  
Invite the community for morning tea.
- 3 90 copies of The Gimlet printed weekly, 34 electronic emailed, 9 postal subscriptions, 42 local subscriptions 39 over the counter sales as of March 2016.

**Volunteer List as at March 2015**

*Editors:* Donna Cooper(Editor-In- Chief), Rebecca Watson, Margaret Jeffries, Michelle Fitzpatrick



Over the counter purchases:	60 cents per copy
Local subs:	\$20 per year
Postal:	\$100 per year
Electronic sub:	\$20 per year
Electronic family sub:	\$25 per year
Electronic and paper sub:	\$30 per year
Pre printed flyers inserted:	\$20

**Advertising Rates:**

Small ad	\$4 cash only
¼ page	\$6
1/3 page	\$9
½ page	\$10
2/3 page	\$12
¾ page	\$13
Full page	\$16

2017 AGM to be held Monday March 13<sup>th</sup> .

**Meeting closed 3.35pm**

**The Simlet Newspaper Inc**

**Annual General Meeting**

Monday 13<sup>th</sup> March 2017

Held in Meeting Room, Bencubbin Community Resource Centre, Monger Street, Bencubbin

**Opened:** 2.30pm

**Present:** Jeanette Beagley, Margaret Jeffries, Donna Cooper, Sharon Kett Michelle Fitzpatrick, Nancy Collins, Katharine Spencer.

**Apologies:** Nil

**Minutes of previous AGM:** Minutes of the AGM held on Monday 21<sup>st</sup> March 2016 were circulated and read. Moved Donna Cooper seconded Michelle Fitzpatrick that they were a true and correct record. Carried

**Business Arising:** Nil

**Financial Statement:** An audited statement was presented.

The balance of account number 017-416608-7 as at December 2016 \$9,010.82. The Gold Term Deposit account number 017-686339-4 balance \$35,061.46.

Moved Margaret Jeffries seconded Donna Cooper. Carried

**Presidents Report:** Verbal report with written report to follow.

**Election of Office Bearers:** Nominations occurred as follows:

<b>President:</b>	Michelle Fitzpatrick nominated by Sharon Kett.	She accepted.
<b>Vice President:</b>	Sharon Kett nominated by Donna Cooper.	She accepted
<b>Secretary:</b>	Jeanette Beagley nominated by Michelle Fitzpatrick.	She accepted
<b>Treasurer:</b>	Margaret Jeffries nominated by Jeanette Beagley	She accepted
<b>Editor-In- Chief:</b>	Donna Cooper nominated by Margaret Jeffries	She accepted
<b>Committee:</b>	Nancy Collins and Katharine Spencer agreed to be committee members.	

**Bank account signatories:** Moved Margaret Jeffries seconded Sharon Kett that the signatories of the Bankwest account numbers 017-416608-7 and Term Deposit 017-686339-4 be the President (Michelle Fitzpatrick), the Vice President(Sharon Kett) ,the Secretary(Jeanette Beagley), or the Treasurer(Margaret Jeffries) with two(2) to sign jointly. Carried

**Subscriptions:** Moved Donna Cooper that the meeting ratify Subscriptions/Membership and advertising rates as was decided at the General Meeting held on November 7<sup>th</sup> 2016. Seconded Jeanette Beagley. Carried

**Auditor:** Discretion of the treasurer.

**Meeting closed at 2.55pm and was immediately followed by a General Meeting.**





**The Gimlet Newspaper Inc.**  
**General Meeting**  
Monday 13<sup>th</sup> March 2017

Held in The Meeting Room, Community Resource Centre, Monger Street, Bencubbin.

**Opened:** 2-56pm

**Present:** Jeanette Beagley Donna Cooper, Margaret Jeffries, Sharon Kett, Michelle Fitzpatrick, Nancy Collins, Katharine Spencer.

**Apologies:** Nil

**Minutes of the previous General Meeting** held 7<sup>th</sup> November 2016 were circulated and read. Moved Michelle Fitzpatrick seconded Donna Cooper that they were a true and correct record.

Carried

**Business Arising.** Book has been purchased to document purchases from Benny News and Post.

Katharine Spencer has volunteered to investigate Gimlet invoices at Benny News and Post. Postage Gimlets to continue to be sent in A4 envelopes. Assemblers happy with the change from wrappers.

Sharon Kett will check to find out if there is a place to take outdated computer screens and towers.

Editors and typists will do a workshop with Sharon Kett at The Resource Centre focusing on publisher and windows programmes.

**Financial Statement:** As presented at AGM 2017.

**Inward Correspondence:** Email from State Library of WA thanking The Gimlet for 2016 Legal Deposit of serial publications. The deposit of these serial issues enables the preservation of Western Australia's published documentary heritage for current and future generations.

**Outward Correspondence:** Letter to Anne Millar @ Benny News and Post re invoices.

**General Business:**

- 1 Discussion re updating the constitution. Group gathering with Sharon to review and update as legally required.
- 2 Gimlets have been sorted and filed in order of date and repeat copies discarded.
- 3 Margaret Jeffries offered words of appreciation to Donna Cooper for reporting From Here & There. All readers enjoy this news.
- 4 Update office bearers to CDO Sally Putt.
- 5 First roster for second term falls on Anzac Day. Resolved to continue on this day.
- 6 85 copies of The Gimlet printed weekly, comprising of 40 local subscriptions, 6 PO, 2 Shire, 28 over the counter sales (varies) 9 postal subs and 35 electronic copies.

**Volunteer List as at March 2017**

*Editors:* Donna Cooper(Editor-In- Chief), Rebecca Watson, Margaret Jeffries, Michelle Fitzpatrick, Nancy Collins, Katharine Spencer

*Typists:* Hilary West, Dee Breakell, Amanda Sanders, Melissa Beagley Laura Kett, Marissa Chandler

*Printers:* Sandy Wyatt, Jeanette Beagley, Tryphena Gillett, Donna Putt, Loren Northover.

*Assemblers:* Nola Lock, Margo Sachse, Marsha Tomas, Jeanette Beagley Joy Cooper, Ann Gillett, Judy Probert, Vicki Parker, Ros Huxley, Katherine McArdle, Tracy Tranter, Emily Millar.

We welcome Nancy Collins, Katherine Spencer Marissa Chandler and Loren Northover. Sharnee Beard is on maternity leave and Teresa Hill caring for her sick husband.

General Meeting to be held Monday 6<sup>th</sup> November 2017 @ 2pm.

**Meeting closed 3-46pm**

# 2015 Annual General Meeting held at the Resource Centre 5<sup>th</sup> March 2015 9.30 a.m.

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## PRESENT:

Joanne Lancaster, Marilyn Dunne, Vicki Miguel, Michelle Miguel, Jenni Bunce,  
Rachel Kirby, Michelle Kirby, Gemma Dunne,

APOLOGIES: Marian Kirby,

## MINUTES:

Joanne read out the relevant items from the 2014 AGM minutes. Carried.

## BUSINESS ARISING:

Nil

## FINANCIAL REPORT:

Michelle Kirby presented the report. It shows we are breaking even because the interest earned on term deposit is included. Ag Society has paid Adverts for last show. Our rent is paid up to date.

Michelle Kirby moved, Jenni Bunce seconded that the report be accepted, Carried.

Jenni Bunce moved a vote of thanks to Michelle Kirby for taking on the books.

## CORRESPONDENCE:

Held over to General Meeting

PRESIDENTS REPORT:

Joanne Lancaster read out her President's report. A copy is attached to these minutes.

ELECTION OF OFFICE BEARERS:

PRESIDENT:

Jenni Bunce nominated Joanne Lancaster. Joanne declined.

Joanne nominated Michelle Miguel, Michelle Kirby seconded. Elected.

Michelle Miguel thanked Joanne Lancaster for stepping into the role as President last year and for doing a great job this past 12 months.

VICE PRESIDENT:

Jenni Bunce nominated Joanne Lancaster, Vicki Miguel seconded. Elected.

SECRETARY:

Rachel Kirby nominated Marilyn Dunne.

Joanne Lancaster seconded. Elected.

TREASURER:

Michelle Kirby will continue to attend to Bulletin finances while working at the Resource Centre. She has it under control using Quickbooks so will continue in the same manner. She says it takes up to a couple of hours every week so not such a huge job.

EXECUTIVE COMMITTEE:

Committee to consist of the editors and office bearers being Joanne Lancaster, Jenni Bunce, Michelle Miguel, Lisa J Clark, Michelle Kirby, Vicki Miguel, Marilyn Dunne.

AUDITOR:

Jan Beagley will be asked to audit the books. Michelle Miguel will speak with her.

# General Meeting of the Beacon Bulletin following the AGM 10 a.m. 5th March at Beacon Central

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## MINUTES:

Copies circulated of minutes from 2014 meeting. Rachel moved the minutes be accepted.  
Jenni seconded.

## BUSINESS ARISING:

Jenni said the internet account is fixed thanks to Aoife. We now have our own connection.

A new computer was purchased but we have problems with it so it will be going back to Avon Computec during the holidays. Jenni will take it to Northam just after Easter.

In discussion about the Co-op newspaper stand it was agreed the Bulletin could assist the Co-op to obtain a new newspaper/ magazine / card stand once the Co-op decided what was required.

There was a discussion on whether or not to keep the distribution of the Bulletins each week as it is now with a roster OR to ask the girls at the Telecentre to do the job. It is such a small job it is hardly worth people coming any distance to do it. It was resolved by the following motion.

Rachel moved That the Beacon Central girls be asked to do the distribution, by 2 pm on Wednesday if possible or no later than 2 p.m. Thursday so that it gets to the school on time. Seconded Vicki.  
Carried.

## CORRESPONDENCE:

There have been approximately 130 emails between executive that deal with matters such as the raffle, the constitution, banking, computer and modem purchases, rosters, advertising rates, meeting dates and so on. Secretary to print out anything important and file for future reference.

Other correspondence consisted of raffle application and results reporting, and donation requests.

Outgoing letter to the Shire requesting some extra funds to assist with operating costs was sent in April 2014 however no acknowledgement to the letter was received.

There was a large amount of correspondence regarding the changes to the Constitution. This is an ongoing issue and yet to be finalised.

Rachel Moved, Seconded Jo that the correspondence be accepted.

## GENERAL BUSINESS:

**RAFFLE:** There was a great deal of discussion about whether or not we should hold the raffle. It takes a lot of time in organising the permit, the prizes, the tickets, the money collection and so on. There is a profit made of about \$1000.00.

Rachel moved that we should NOT hold a raffle this year. Jo seconded. All agreed.

## SUBSCRIPTIONS:

Marilyn Moved That we change the subscription payment time to the start of the year in future, starting from Feb 2016. A notice to be placed in The Bulletin at the end of the 2015 year to advise our readers. Rachel seconded. Carried.

Further to that it was agreed that 4 weeks grace be given for payment. If subs not paid by the end of February then the subscriber does not receive a Bulletin.

Jo suggested that subscriptions be looked at towards the end of the year with a view to changing them if necessary as Australia Post charges are rising. The mailing subscription may have to rise accordingly. A meeting to be called later in the year, possibly incorporating a Xmas drinks function for the editors and executive and volunteers and Beacon Central Staff and regular helpers.

The current Annual Subscriptions as follows:

Emailed Copies \$20.00

Printed Copies \$30.00

Printed and Emailed \$40.00

Posted and Emailed \$55.00

Emailed copies to be shared with family \$30.00

It was noted that last year the Posted and Emailed copies were raised to \$60 but this change was overlooked. It will be discussed at the meeting at the end of the year to decide what charge should be made under the coming price rise to postage.

**VARIOUS MATTERS:**

Rachel Kirby offered her services as an Editor. This offer was met with great enthusiasm.

Michelle to follow up with other local papers regarding emailing a copy of The Bulletin to them rather than sending a hard copy. The Bulletin may no longer be required by the other papers as we find we don't read a lot of the other town's papers that we receive. Michelle to investigate.

The Secretary to write another letter to Shire of Mt Marshall requesting financial help to assist with operating expenses.. A letter was written along these same lines last year but no answer was received. We need to advise them that our costs are going up. They have paid \$1600 this past year which is their annual subscription to cover their news letters and advertising. What we are asking for is a separate amount over and above that.

Marilyn raised the issue regarding a letter which was published at the start of the year which was unsigned. She said it was setting a precedent and that in future letters should be signed or at the very least the Editor should know who has sent it in. It could be that an unpleasant letter might be sent in and we need to have a policy that these things are signed. An advertisement should be put in to the Bulletin saying that this is the rule.

Rachel asked what the amount represented in the financial report referred to under 4001.2 "community and sporting clubs". It was explained that it is subscriptions from all the sporting clubs and other community organisations . It does not include money from the Shire of Mt Marshall.

Meeting ended 11.30 am.





# ANNUAL GENERAL MEETING OF THE BEACON BULLETIN

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**Held at the Resource Centre , Beacon Tuesday 12<sup>th</sup> April, 2016, at 10.30am**

**PRESENT:-** Michelle Miguel, Marilyn Dunne, Michelle Kirby, Marian Kirby, Rachel Glass.

**APOLOGIES:-** Jenni Bunce, Rachel Kirby, Jo Lancaster.

**MINUTES:-** Minutes were circulated, and it was noted there was no action to be taken on any matters. Carried

**FINANCIAL REPORT:-** The treasurer, Michelle Kirby, said we are keeping ahead with slightly more money coming in than going out. The new modem is still to be paid for. The new paper stand that we donated to the Co-op has been paid for. Cheque account balance stands at \$11,751.47 Michelle Kirby moved finance be accepted, Rachel Glass seconded.

Alisa Miguel will be asked to audit the books.

**CORRESPONDENCE:-** Held over until the General Meeting

**PRESIDENTS REPORT:-** Michelle read her very interesting report in which she reminded us all that it is 40 years this year since the Bulletin began. Report to be printed in the Bulletin and a copy filed with these minutes.

**ELECTION OF OFFICE BEARERS:-**

**PRESIDENT:-** Michelle Kirby nominated Michelle Miguel, Marian Kirby seconded, carried.

**VICE PRESIDENT:-** Marilyn Dunne nominated Jo Lancaster in her absence. Michelle Kirby seconded, carried.

**SECRETARY:-** Marian Kirby nominated Marilyn Dunne , Michelle Kirby seconded, carried.

**TREASURER:-** Michelle Kirby agreed to continue on as treasurer and will teach Rachel Glass the books when an opportunity arises. Rachel is eager to learn.

**EXECUTIVE COMMITTEE:-** To consist of the Editors and the Office Bearers being Michelle Miguel, Michelle Kirby, Lisa Clark, Jenni Bunce, Jo Lancaster, Vicki Miguel and Marilyn Dunne

The AGM was closed and the General meeting began.

# GENERAL MEETING OF THE BEACON BULLETIN FOLLOWING THE AGM

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**General Meeting started at 11am.**

**MINUTES:-** Copies of minutes circulated. Marian Kirby moved the minutes be accepted, seconded Michelle Kirby, carried

## **BUSINESS ARISING:-**

Although we did not have the annual raffle, it appears that our finances did not suffer.

Michelle Miguel queried the rent. This matter to be discussed in general business.

Shifting the subscriptions to the start of the year was a successful move and will continue to be the policy.

## **CORRESPONDENCE:-**

The secretary read the correspondence. Michelle Miguel accepted and Marian Kirby seconded. Carried. It was noted that there was no acknowledgement of our letter to the Shire of Mt Marshall from 9<sup>th</sup> March 2015, requesting a donation towards our expenses.

## **GENERAL BUSINESS:-**

Michelle Kirby realised at this point that she had over looked recording the October 2015 interest from the term deposit account when she drew up the financial report. She will make the additions and re-submit the financial report following the conclusion of the meeting.

The Term Deposit is due to be rolled over again this month. (April) When it matures, the meeting has instructed Michelle to roll it over for a period of three months. Also she is to add \$5,000 from the cheque account to the term deposit balance.

Michelle Miguel suggested that we do not hold a Christmas raffle. All agreed

Subs will remain the same for 2017 providing there is no dramatic change to postal charges again. A notice will once again be lodged in the Bulletin at the start of 2017.

The Gimlet Newspaper, (Bencubbin) Narkle Notes (Koorda) and Ninghan News (Trayning) are all emailing their weekly papers to the Bulletin and we are returning ours to them via email. Mukinbudin's Muka Matters are still being sent via a paper copy.

It was decided not to write to the Mt Marshall Shire to ask for more support with funds as the letters written over the last two years have had nil response. Not even an acknowledgement of receipt of the request.

Rent to the Beacon Progress Association remains unchanged. \$2,200 was paid.

#### 40<sup>th</sup> ANNIVERSARY CELEBRATIONS:-

Discussion began on ways to celebrate the 40<sup>th</sup> birthday of the Beacon Bulletin this year .

As a “Ladies Day” is already planned for Thursday 5<sup>th</sup> May it was decided we should join in on the same day.

This will be most appropriate as the very first Bulletin was printed on Thursday 4<sup>th</sup> May, 1976

It was decided a cake would be a nice inclusion and so Nancy will ask Shani for a quote for a chocolate cake for 50 people. It is hoped that the original “bull motive” from the Bulletin can be incorporated into the decoration.

We should also hold a raffle on the day with a prize to the value of \$100.00 and sell tickets for \$2.00 each. Marilyn to obtain little books of tickets.

It is intended that we make a display of old “Bulletins” and any photos pertaining to the early days. The display can be in the “Museum Room” at the Resource Centre.

Michelle Kirby will purchase 6 bottles of champagne.

Michelle Miguel will try to get balloons with “40” imprinted.

Michelle Miguel plans to speak with Maureen Meredith to see if some of the Bulletin workers from years ago would like to come up for the Bulletin celebration.

Marilyn to arrange with the girls at the Resource Centre to advertise this coming event by email as the Bulletin is in recess until just a week prior to the event.

Meeting closed at 11.45 a.m.

# Annual General Meeting of the Beacon Bulletin 2017

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**Held at the Resource Centre Beacon, Tuesday 28<sup>th</sup> March 2017 at 3 p.m.**

President Michelle Miguel welcomed everyone and thanked them for coming.

**PRESENT:-** Michelle Miguel, Michelle Kirby, Marilyn Dunne, Marian Kirby, Vicki Miguel, slightly late arrival of Jo Lancaster and quite a bit later arrival of Lisa J Clark.

**MINUTES:-** Minutes of previous AGM circulated, Moved Michelle Kirby, Seconded Vicki Miguel. Carried. Discussion on minutes to be held over to general meeting.

**APOLOGIES:-** Jenni Bunce, Tanya Gibson and John Nutall (CEO Shire of Mt Marshall)

**FINANCIAL REPORT:-** Copies circulated. Discussion and explanation. There was more income than outgoing funds. Small amount of Raffle money attributed to 40<sup>th</sup> birthday celebration last year.. Moved Michelle Kirby, Seconded Marian Kirby, Carried

**PRESIDENTS REPORT:-** Presented by Michelle Miguel . (Copy filed with minutes.)

154 copies of the Beacon Bulletin published each week. The advertising is increasing. Thanks to the girls at the Resource centre for their work each week . Thank you to the six editors. Thanks to Michelle Kirby for her job as Treasurer and to Marilyn Dunne for her job as Secretary. Congratulations on being the oldest secretary in the history of the Bulletin, after celebrating her 70<sup>th</sup> birthday yesterday!

**NOMINATIONS:-** At this point Jo Lancaster, current Vice President, arrived just in time to call for nominations.

**PRESIDENT:-**

Vicki Miguel nominated Michelle Miguel, Seconded Marilyn Dunne.....accepted

**VICE PRESIDENT:-**

Michelle Miguel nominated Jo Lancaster, Seconded Marian Kirby.....accepted

**SECRETARY:-**

Michelle Miguel nominated Marilyn Dunne, Seconded Jo Lancaster.....accepted

**TREASURER:-**

Marilyn Dunne nominated Michelle Kirby, Seconded Marian Kirby.....accepted

#### COMMITTEE:-

The committee to be made up of the executive as well as the editors being Vicki Miguel, Lisa J Clark, Jenni Bunce

Annual General section of the Meeting [closed](#) at 3.20 pm and was followed immediately by the General Meeting.

# General Meeting of the Beacon Bulletin following the AGM 28<sup>th</sup> March 2017

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## MINUTES:-

Copy of the minutes were circulated. Moved Michelle Miguel, Seconded Vicki Miguel, carried.

## CORRESPONDENCE:-

Secretary sent an email to the CEO of the Shire inviting him to the meeting and had received an answer. He was unfortunately unable to come but thanked us for the invitation. This was nice as generally letters to the Shire are not acknowledged.

The job of Secretary is not very demanding but there is a need for contact within the committee to discuss matters of finance etc which is generally done by emails of which there were about 40 this year.

Michelle presented a letter from the school regarding the school newsletter. Sometimes the school notices are large and some of the content is not of great interest to the general public. It will be up to the editor on the day to decide what parts of the school news to be included. If they definitely want something included in it they should indicate exactly what they require.

## GENERAL BUSINESS:-

Alisa Miguel will be asked to do the auditing of the Bulletin books. They were not done last year so there will be two years to do.

Tanya Gibson would like to make sure that the Gun Club details are placed in the days to remember in clearer detail.

Discussion on the payment for advertising. Sometimes it is difficult to decide who to give the account to. It was decided that unless an organisation is making money from the advertising then there shouldn't be a charge.

Subscriptions being paid at the start of the year is successful. They are to remain the same until further notice.

A question was asked as to whether we should keep the Bulletin issued weekly or change to fortnightly as some other towns are doing. It was decided to leave as it is.

Term deposits will continue to be rolled over as they mature. This will be done with communications between the office bearers as usual.

Notice to be placed in the Bulletin from the editors asking for contributors to send in their notices as a Jpeg or Publisher document.

Vicki questioned if Michelle Kirby is paid or not for the position of Treasurer. She is not. She does not require payment. Her voluntary work is much appreciated.

Lisa Clark came in when the meeting was almost over. Michelle explained the school newsletter situation. And that Tanya Gibson wants to make sure the Gun Club shoots are on the Calendar.

Michelle thanked everyone for coming, closed the meeting and we adjourned to the cafe at the Beacon Co-op to celebrate the Secretary's 70<sup>th</sup> birthday.

**F&R.2.5 PURCHASING POLICY**

**Council Policy:** Disclaimers (where appropriate) shall be used when providing advice or information to either the public or other statutory bodies.

**Objective:**

- To provide compliance with the Local Government Act, 1995 and the Local Government Act (Functions and General) Regulations, 1996 (as amended in March 2007).
- To deliver a best practice approach and procedures to internal purchasing for the Local Government.
- To ensure consistency for all purchasing activities that integrates within all the Local Government operational areas.

**1.1. WHY DO WE NEED A PURCHASING POLICY?**

The Shire of Mt Marshall is committed to setting up efficient, effective, economical and sustainable procedures in all purchasing activities. This policy:

- Provides the Shire of Mt Marshall with a more effective way of purchasing goods and services.
- Ensures that purchasing transactions are carried out in a fair and equitable manner.
- Strengthens integrity and confidence in the purchasing system.
- Ensures that the Shire of Mt Marshall receives value for money in its purchasing.
- Ensures that the Shire of Mt Marshall considers the environmental impact of the procurement process across the life cycle of goods and services.
- Ensures the Shire of Mt Marshall is compliant with all regulatory obligations.
- Promotes effective governance and definition of roles and responsibilities.
- Uphold respect from the public and industry for the Local Government's purchasing practices that withstands probity.

**Operational Guidelines:****1.2. ETHICS & INTEGRITY**

All officers and employees of the Local Government shall observe the highest standards of ethics and integrity in undertaking purchasing activity and act in an honest and professional manner that supports the standing of the Local Government.

The following principles, standards and behaviours must be observed and enforced through all stages of the purchasing process to ensure the fair and equitable treatment of all parties:

- full accountability shall be taken for all purchasing decisions and the efficient, effective and proper expenditure of public monies based on achieving value for money;



- all purchasing practices shall comply with relevant legislation, regulations, and requirements consistent with the Local Government policies and code of conduct;
- purchasing is to be undertaken on a competitive basis in which all potential suppliers are treated impartially, honestly and consistently;
- all processes, evaluations and decisions shall be transparent, free from bias and fully documented in accordance with applicable policies and audit requirements;
- any actual or perceived conflicts of interest are to be identified, disclosed and appropriately managed; and
- any information provided to the Local Government by a supplier shall be treated as commercial-in-confidence and should not be released unless authorised by the supplier or relevant legislation.

### **1.3. VALUE FOR MONEY**

Value for money is an overarching principle governing purchasing that allows the best possible outcome to be achieved for the Local Government. It is important to note that compliance with the specification is more important than obtaining the lowest price, particularly taking into account user requirements, quality standards, sustainability, life cycle costing, and service benchmarks.

An assessment of the best value for money outcome for any purchasing should consider:

- all relevant whole-of-life costs and benefits whole of life cycle costs (for goods) and whole of contract life costs (for services) including transaction costs associated with acquisition, delivery, distribution, as well as other costs such as but not limited to holding costs, consumables, deployment, maintenance and disposal.
- the technical merits of the goods or services being offered in terms of compliance with specifications, contractual terms and conditions and any relevant methods of assuring quality;
- financial viability and capacity to supply without risk of default. (Competency of the prospective suppliers in terms of managerial and technical capabilities and compliance history);
- a strong element of competition in the allocation of orders or the awarding of contracts. This is achieved by obtaining a sufficient number of competitive quotations wherever practicable.

Where a higher priced conforming offer is recommended, there should be clear and demonstrable benefits over and above the lowest total priced, conforming offer.

### **1.4. SUSTAINABLE PROCUREMENT**

Sustainable Procurement is defined as the procurement of goods and services that have less environmental and social impacts than competing products and services.

Local Government is committed to sustainable procurement and where appropriate shall endeavour to design quotations and tenders to provide an advantage to goods, services and/or processes that minimise environmental and negative social impacts.

Sustainable considerations must be balanced against value for money outcomes in accordance with the Local Government's sustainability objectives.

Practically, sustainable procurement means the Local Government shall endeavour at all times to identify and procure products and services that:

- Have been determined as necessary;
- Demonstrate environmental best practice in energy efficiency / and or consumption which can be demonstrated through suitable rating systems and eco-labelling.
- Demonstrate environmental best practice in water efficiency.
- Are environmentally sound in manufacture, use, and disposal with a specific preference for products made using the minimum amount of raw materials from a sustainable resource, that are free of toxic or polluting materials and that consume minimal energy during the production stage;
- Products that can be refurbished, reused, recycled or reclaimed shall be given priority, and those that are designed for ease of recycling, re-manufacture or otherwise to minimise waste.
- For motor vehicles – select vehicles featuring the highest fuel efficiency available, based on vehicle type and within the designated price range;
- For new buildings and refurbishments – where available use renewable energy and technologies.

#### 1.5. PURCHASING THRESHOLDS

Where the value of procurement (excluding GST) for the value of the contract over the full contract period (including options to extend) is, or is expected to be:-

Amount of Purchase	Model Policy
Up to \$10,000	Direct purchase from suppliers requiring only two verbal quotations.
\$10,001 - \$19,999	Obtain at least two verbal or written quotations if possible see Note 1
\$20,000 - \$39,999	Obtain at least three written quotations
\$40,000 - \$149,999	Obtain at least three written quotations containing price and specification of goods and services (with procurement decision based on all value for money considerations). See Note 1
\$150,000 and above	Conduct a public tender process.

Where it is considered beneficial, tenders may be called in lieu of seeking quotations for purchases under the \$150,000 threshold (excluding GST). If a decision is made to seek public tenders for Contracts of less than \$150,000, a Request for Tender process that entails all the procedures for tendering outlined in this policy must be followed in full.

*Note:1 If it is not possible to get the required number of written quotations, a supplier's written "decline to quote" will be sufficient.*

#### **1.5.1. Up to \$10,000**

Where the value of procurement of goods or services does not exceed \$10,000, purchase on the basis of at least two verbal quotations is permitted. However it is recommended to use professional discretion and occasionally undertake market testing with a greater number or more formal forms of quotation to ensure best value is maintained.

This purchasing method is suitable where the purchase is relatively small and low risk.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains a sample form for recording verbal quotations.

#### **1.5.2. \$10,001 to \$19,999**

This category is for the procurement of goods or services where the value of such procurement ranges between \$1,001 and \$19,999.

At least written quotations (or a combination of both) are required. Where this is not practical, e.g. due to limited suppliers, it must be noted through records relating to the process.

The general principles for obtaining verbal quotations are:

- Ensure that the requirement / specification is clearly understood by the Local Government employee seeking the verbal quotations.
- Ensure that the requirement is clearly, accurately and consistently communicated to each of the suppliers being invited to quote.
- Read back the details to the Supplier contact person to confirm their accuracy.
- Written notes detailing each verbal quotation must be recorded.

Record keeping requirements must be maintained in accordance with record keeping policies. The Local Government Purchasing and Tender Guide contains sample forms for recording verbal and written quotations.

#### **1.5.3. \$20,000 to \$39,999**

For the procurement of goods or services where the value exceeds \$20,000 but is less than \$39,999, it is required to obtain at least three written quotes (commonly a sufficient number of quotes would be sought according to the type and nature of purchase).

The responsible officer is expected to demonstrate due diligence seeking quotes and to comply with any record keeping and audit requirements. Record keeping requirements must be maintained in accordance with record keeping policies.

**NOTES:** The general principles relating to written quotations are;

- An appropriately detailed specification should communicate requirement(s) in a clear, concise and logical fashion.

- The request for written quotation should include as a minimum:
  - Written Specification
  - Selection Criteria to be applied
  - Price Schedule
  - Conditions of responding
  - Validity period of offer
- Invitations to quote should be issued simultaneously to ensure that all parties receive an equal opportunity to respond.
- Offer to all prospective suppliers at the same time any new information that is likely to change the requirements.
- Responses should be assessed for compliance, then against the selection criteria, and then value for money and all evaluations documented.
- Respondents should be advised in writing as soon as possible after the final determination is made and approved.

The Local Government Purchasing and Tender Guide produced by the Western Australian Local Government Association (WALGA) should be consulted for further details and guidance.

#### **1.5.4. \$40,000 to \$149,999**

For the procurement of goods or services where the value exceeds \$40,000 but is less than \$149,999, it is required to obtain at least three written quotations containing price and a sufficient amount of information relating to the specification of goods and services being purchased.

The Local Government Purchasing and Tender Guide has a series of forms including a Request for Quotation Template which can assist with recording details. Record keeping requirements must be maintained in accordance with record keeping policies.

For this procurement range, the selection should not be based on price alone, and it is strongly recommended to consider some of the qualitative factors such as quality, stock availability, accreditation, time for completion or delivery, warranty conditions, technology, maintenance requirements, organisation's capability, previous relevant experience and any other relevant factors as part of the assessment of the quote.

## **1.6. REGULATORY COMPLIANCE**

### **1.6.1. Tender Exemption**

In the following instances public tenders or quotation procedures are not required (regardless of the value of expenditure):

- An emergency situation as defined by the Local Government Act 1995;
- The purchase is under a contract of WALGA (Preferred Supplier Arrangements), Department of Treasury and Finance (permitted Common Use Arrangements), Regional Council, or another Local Government;
- The purchase is under auction which has been authorised by Council;

- The contract is for petrol, oil, or other liquid or gas used for internal combustion engines;
- Any of the other exclusions under Regulation 11 of the Functions and General Regulations apply.

#### **1.6.2. Sole Source of Supply (Monopoly Suppliers)**

The procurement of goods and/or services available from only one private sector source of supply, (i.e. manufacturer, supplier or agency) is permitted without the need to call competitive quotations provided that there must genuinely be only one source of supply. Every endeavour to find alternative sources must be made. Written confirmation of this must be kept on file for later audit.

**Note:** The application of provision “sole source of supply” should only occur in limited cases and procurement experience indicates that generally more than one supplier is able to provide the requirements.

#### **1.6.3. Anti-Avoidance**

The Local Government shall not enter two or more contracts of a similar nature for the purpose of splitting the value of the contracts to take the value of consideration below the level of \$150,000, thereby avoiding the need to publicly tender.

#### **1.6.4. Tender Criteria**

The Local Government shall, before tenders are publicly invited, determine in writing the criteria for deciding which tender should be accepted.

The evaluation panel shall be established prior to the advertising of a tender and include a mix of skills and experience relevant to the nature of the purchase.

For Requests with a total estimated (Ex GST) price of:

- Between \$40,000 and \$149,999, the panel must contain a minimum of 2 members; and
- \$150,000 and above, the panel must contain a minimum of 3 members.

#### **1.6.5. Advertising Tenders**

Tenders are to be advertised in a state wide publication e.g. “The West Australian” newspaper, Local Government Tenders section, preferably on a Wednesday or Saturday.

The tender must remain open for at least 14 days after the date the tender is advertised. Care must be taken to ensure that 14 full days are provided as a minimum.

The notice must include;

- a brief description of the goods or services required;
- information as to where and how tenders may be submitted;

- the date and time after which tenders cannot be submitted; and
- particulars identifying a person from whom more detailed information as to tendering may be obtained.

A reference to detailed information includes a reference to:

- such information as the local government decides should be disclosed to those interested in submitting a tender;
- detailed specifications of the goods or services required;
- the criteria for deciding which tender should be accepted;
- whether or not the local government has decided to submit a tender; and
- whether or not the CEO has decided to allow tenders to be submitted by facsimile or other electronic means, and if so, how tenders may so be submitted,
- After a notice has been given under subregulation (1) or (2), a local government may vary the information referred to in subregulation (3) by taking reasonable steps to give each person who has sought copies of the tender documents or each acceptable tenderer, as the case may be, notice of the variation.

#### **1.6.6. Issuing Tender Documentation**

Tenders will not be made available (counter, mail, internet, referral, or other means) without a robust process to ensure the recording of details of all parties who acquire the documentation.

This is essential as if clarifications, addendums or further communication is required prior to the close of tenders, all potential tenderers must have equal access to this information in order for the Local Government not to compromise its Duty to be Fair.

#### **1.6.7. Tender Deadline**

A tender that is not received in full in the required format by the advertised Tender Deadline shall be rejected.

#### **1.6.8. Opening of Tenders**

No tenders are to be removed from the tender box, or opened (read or evaluated) prior to the Tender Deadline.

Tenders are to be opened in the presence of the Chief Executive Officer's delegated nominee and preferably at least one other Council Officer. The details of all tenders received and opened shall be recorded in the Tenders Register.

Tenders are to be opened in accordance with the advertised time and place. There is no obligation to disclose or record tendered prices at the tender opening, and price information should be regarded as commercial-in-confidence to the Local Government. Members of the public are entitled to be present.

The Tenderer's Offer form, Price Schedule and other appropriate pages from each tender shall be date stamped and initialled by at least two Local Government Officers present at the opening of tenders.

#### **1.6.9. No Tenders Received**

Where the Local Government has invited tenders, however no compliant submissions have been received, direct purchases can be arranged on the basis of the following:

- a sufficient number of quotations are obtained;
- the process follows the guidelines for seeking quotations between \$40,000 & \$149,999 (listed above);
- the specification for goods and/or services remains unchanged;
- purchasing is arranged within 6 months of the closing date of the lapsed tender.

#### **1.6.10. Tender Evaluation**

Tenders that have not been rejected shall be assessed by the Local Government by means of a written evaluation against the pre-determined criteria. The tender evaluation panel shall assess each tender that has not been rejected to determine which tender is most advantageous.

#### **1.6.11. Addendum to Tender**

If, after the tender has been publicly advertised, any changes, variations or adjustments to the tender document and/or the conditions of tender are required, the Local Government may vary the initial information by taking reasonable steps to give each person who has sought copies of the tender documents notice of the variation.

#### **1.6.12. Minor Variation**

If after the tender has been publicly advertised and a successful tenderer has been chosen but before the Local Government and tenderer have entered into a Contract, a minor variation may be made by the Local Government.

A minor variation will not alter the nature of the goods and/or services procured, nor will it materially alter the specification or structure provided for by the initial tender.

#### **1.6.13. Notification of Outcome**

Each tenderer shall be notified of the outcome of the tender following Council resolution. Notification shall include:

- The name of the successful tenderer
- The total value of consideration of the winning offer

The details and total value of consideration for the winning offer must also be entered into the Tenders Register at the conclusion of the tender process.

#### **1.6.14. Records Management**

All records associated with the tender process or a direct purchase process must be recorded and retained. For a tender process this includes:

- Tender documentation;
- Internal documentation;
- Evaluation documentation;
- Enquiry and response documentation;
- Notification and award documentation.

For a direct purchasing process this includes:

- Quotation documentation;
- Internal documentation;
- Order forms and requisitions.

Record retention shall be in accordance with the minimum requirements of the State Records Act, and the Local Government's internal records management policy.

**Date Resolved:**

**Amendment:**





# SHIRE OF MUKINBUDIN

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21<sup>st</sup> September 2017

Mr John Nuttall  
Chief Executive Officer  
Shire of Mt Marshall  
PO Box 20  
BENCUBBIN WA 6477

Dear John

## **AQUATIC CENTRE OFFER OF ASSISTANCE - MT MARSHALL RESIDENTS**

Discussion took place at the Shire of Mukinbudin Ordinary Meeting of Council held on 20<sup>th</sup> September 2017 regarding Aquatic Centre facilities within the Shire of Mt Marshall and the very high utilisation of the Mukinbudin Aquatic Centre during the last Pool season by Mt Marshall residents, including Primary Schools in Beacon and Bencubbin for swimming activities including VACSWIM, In-Term and Tuesday after school Swimming Club.

Council wish to extend the offer for residents from the Shire of Mt Marshall to have free and unlimited use of the Mukinbudin Aquatic facility for the 2017/2018 season subject to a one off payment by the Shire of Mt Marshall to Mukinbudin and Council recently resolved as follows:

### **OFFICER RECOMMENDATION / COUNCIL DECISION** **Council Decision Number – 16 09 17**

**Moved: Cr Comerford**

**Seconded: Cr Palm**

**That the Shire of Mukinbudin advise the Shire of Mt Marshall that it is willing to offer all Residents and Ratepayers of the Shire of Mt Marshall unlimited and free Pool entry for the 2017/2018 Pool season, subject to the payment by the Shire of Mt Marshall to the Shire of Mukinbudin of \$11,000 inc. GST.**

**Carried: 7 / 0**

Should you wish to accept this proposal please don't hesitate to contact me to discuss the details and how this will be administered by each of the Shires to ensure that free entry is limited to Mt Marshall Shire residents and Ratepayers only.

Yours faithfully

A handwritten signature in black ink, consisting of several fluid, overlapping loops and strokes, positioned above the printed name.

Dirk Sellenger  
**CHIEF EXECUTIVE OFFICER**



**WALGA**

**GREAT EASTERN COUNTRY  
ZONE**

**Agenda**

**Thursday 28 September 2017  
In-Person Meeting  
Merredin Regional Community  
and Leisure Centre**

**Commencing at 9.00am  
(morning tea 10.00am)**

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# Agenda

## Great Eastern Country Zone of WALGA

Thursday 28 September 2017

An in-person meeting commencing at 9.00am  
(Morning tea will be served at 10.30am)

### 1.0 OPENING AND WELCOME

### 2.0 ATTENDANCE AND APOLOGIES

#### Attendance

#### WALGA Representatives

Mr Wayne Scheggia, Deputy CEO  
Mr James McGovern, Manager Governance

#### Guests

Nil

#### Apologies

Shire of Mukinbudin  
Mr Jamie Criddle, CEO Shire of Westonia

Mr Bruce Wittber, Joint Executive Officer

### 3.0 DECLARATION OF INTEREST

### 4.0 ANNOUNCEMENTS

At the Great Eastern Country Zone Meeting held Thursday 24 August 2017 the Zone considered whether it should provide comment to WALGA on the discussion paper it had recently released on the proposed review of the Local Government Act 1995, resolving as shown below:

**RESOLUTION:**                      *Moved: Cr O'Connell*                      *Seconded: Cr Hooper*

*That:*

- 1. The Great Eastern Country Zone prepare a submission on the review of the Local Government Act; and*
- 2. A workshop to discuss preparation of the submission be held on Thursday 28 September 2017, commencing at 9.00am at a venue to be advised.*

**CARRIED**

The meeting will therefore only cover discussion around the review of the Act and the preparation of a Zone submission.

There will be no other items of business presented for discussion.

## 5.0 ZONE BUSINESS

### 5.1 Review of *Local Government Act 1995*

**Reporting Officer:** Helen Westcott, Executive Officer

**Disclosure of Interest:** Nil

**Date:** 21 September 2017

**Attachments:** WALGA Discussion Paper  
Fact Sheets LG Act Review  
Ministerial Circular 06-2017 Regional Subsidiaries – Government Policies and Guidelines

#### **Background:**

As Member Councils are aware, the Minister for Local Government, Sport and Cultural Industries (the Minister) has announced a review of the *Local Government Act 1995* (the Act) and Regulations. The process will be in two (2) stages.

The focus of phase 1 is modernising local government. This will include:

- Electronic availability of information
- Meeting public expectations for accountability, including gift disclosures
- Meeting community expectations of standards, ethics and performance
- Regional subsidiaries
- Building capacity through reducing red tape

The Department of Local Government, Sport and Cultural Industries (the Department) has released fact sheets on each of the above issues.

Copies of these fact sheets form attachments to the meeting agenda.

The focus of phase 2 is positioning local government to deliver for the community. This will include:

- Increasing participation and public confidence in local government elections
- Increasing community participation in local government decision-making
- Improving financial management, including through local government enterprises
- Building capacity through reducing red tape

The current round of legislative review is concentrating on the issues detailed in phase 1 because it is the Government's view that some aspects of the Act are easier to review or require urgent attention. Other matters are more complicated and require more detailed consideration of the options available. It is the State Government's view that conducting the review in two phases will ensure that priority areas are addressed as quickly as possible.

The Minister, however has advised WALGA that there may be some flexibility as to what issues are to be considered in phase 1 or phase 2.

Based on this advice WALGA will consult the sector on all potential Act amendment issues this year.

WALGA has produced a discussion paper that is structured around each section of the Act. It draws on a number of resources upon which WALGA's proposals for amendment of the Act are based. These resources represent long-standing positions on Act amendments that were developed by the Sector and Sector representatives.

A copy of the discussion paper forms an attachment to the meeting agenda.

WALGA is currently undertaking workshops/regional forums to provide Councils across the State with the opportunity to have input into the review process.

The Zone's workshop will provide Member Councils with an opportunity to have input into WALGA's submission to the State Government on its review of the Act.

All positions contained within the discussion paper are up for review as part of this process. There may be other issues Member Councils may wish to bring forward for discussion and possible inclusion in the review process.

The final collated feedback will be prepared as a State Council Agenda Item for the Zones to consider during the November/December 2017 round of meetings. State Council will determine its position at its meeting on Wednesday 6 December 2017.

It should also be noted that the Department will release its own consultation paper related to phase one in November 2017. The Department will hold workshops across the State to gain input from local government, community and industry to help shape its views on the future of the Act and any legislative amendment following completion of phase one of the review.

In correspondence received by the Shire of Merredin on 13 September 2017 the Department advised that on Wednesday 29 November it intends to hold two, two-hour long workshops. Separate workshops will be held for:

- elected members and staff nominated by yourself and CEOs of neighbouring local governments; and
- the general public and other interested parties.

The letter does not specify a location other than to say "in your district". The Executive Officer has been advised that it is hoped to hold the workshops in Merredin.

#### **Executive Officer Comment:**

In working through the WALGA discussion paper and any other issues Member Councils believe should be covered within the review of the Act, the Executive Officer would make the comment that this is only the first stage of the Zone's input into the review as the Department's discussion paper will also need to be reviewed and commented upon.

Member Councils need to give some thought on how it wants the Zone to provide feedback on the Department's consultation paper once it is released in November.

The WALGA discussion paper is considered below. The wording shown in italics is taken directly from the discussion paper, with comments/questions by the Executive Officer shown in normal print.

*This Discussion Paper draws on a number of resources upon which WALGA's proposals for Act amendment are based. These resources represent long-standing positions on Act amendments that were developed by the Sector and Sector representatives.*

*It is acknowledged that only formally adopted State Council advocacy positions can be truly regarded, for the purpose of this Discussion Paper, as representing the collective views of Local Government. Ultimately, this Discussion Paper aspires to honour all views on Local Government Act reform identified through research of the following resources:*

- **WALGA Advocacy Positions:** *A document representing a collation of WALGA's advocacy positions determined by formal State Council resolutions, inclusive of motions passed at the Association's Annual General Meeting.*
- **WALGA Zone Proposals:** *This Discussion Paper attempts to capture WALGA Zone resolutions requesting WALGA seek amendment to the Local Government Act.*
- **Local Government Reform Steering Committee Report May 2010:** *Proposals developed by the Legislative Reform Working Group. Some proposals have already been implemented through Local Government Act amendments since 2010, with the remaining recommendations presented in this Paper for consideration.*



*This Paper gathers the information from these sources and presents in order of the relevant Part of the Act and associated Regulation. The relationship between Parts of the Act and Regulations is shown in this Table:*

<b>LG Act</b>	<b>Regulation</b>
<i>Part 2</i>	<i>Constitution Regulations 1998</i>
<i>Part 3</i>	<i>Functions and General Regulations 1996 / Regional Subsidiaries Regulations 2017</i>
<i>Part 4</i>	<i>Elections Regulations 1996</i>
<i>Part 5</i>	<i>Administration Regulations 1996 / Rules of Conduct Regulations 2007</i>
<i>Part 6</i>	<i>Financial Management Regulations 1996</i>
<i>Part 7</i>	<i>Audit Regulations 1996</i>
<i>Part 8</i>	<i>No Regulations</i>
<i>Part 9</i>	<i>Uniform Local Provisions Regulations 1996</i>
<i>Schedules</i>	

## **Part 1 – Introductory Matters**

### **Local and Statewide Public Notice: Sections 1.7 and 1.8**

*The Association welcomes the opportunity to modernise the requirements of giving public notice of particular matters, as prescribed in the Local Government Act. The Minister for Local Government has indicated an intention to deal with this in Phase 1 of the Review process, by making information available online. It is already common practice within the Local Government sector to place statutory public notices on official websites, despite there being no legislated requirement to do so.*

### **Zone Position:**

## Part 2 – Constitution of Local Government

### Method of Election of Mayor/President: Section 2.11

*Position Statement*                      *Local Governments should determine whether their Mayor or President will be elected by the Council or elected by the community.*

*State Council Resolution*              *March 2012 – 24.2/2012*

#### Executive Officer Comment:

The State Government's position is to have popularly elected mayors/presidents for all local governments.

It may well be that views on this aspect may have a City vs Country focus.

The Goldfields Regional Organisation of Councils (GVROC) has put forward the view it should be mandatory to have popularly elected mayors for Cities with all other elections to be at the discretion of the individual Council with a simplified process for changing the method of electing the mayor/president "going both ways".

There may be other views.

#### Zone Position:

### Elected Member Training: New Proposal

*Position Statement*                      *WALGA opposes legislative change that would:*

- 1. Require candidates to undertake training prior to nominating for election;*
- 2. Incentivise Elected Member training through the fees and allowances framework; or*
- 3. Mandate Elected Member training.*

*Further, if mandatory training becomes inevitable, WALGA will seek to ensure that it:*

- a) Only applies to first time Elected Members;*
- b) Utilises the Elected Member Skill Set as the appropriate content for mandatory training;*
- c) Applies appropriate Recognition of Prior Learning (RPL);*
- d) Requires training to be completed within the first 12 months of office; and*
- e) Applies a penalty for non-completion of a reduction in fees and allowances payable.*

*State Council Resolution*              *December 2015 – 119.7/2015*  
*October 2008 – 399.4/2008*

#### Executive Officer Comment:

The issue of mandated training is one that generates considerable debate. For example, GVROC does not support mandatory training but encourages its elected members to undertake appropriate training. Others, particularly outside the sector believe elected member should be mandated.

The Minister's recent comments would suggest that he is looking to introduce some form of mandated training.

**Zone Comment:**

**Stand Down when Contesting State or Federal Election: New Proposal**

*Amend the Act to require an Elected Member to stand down when contesting a State or Federal election, applying from the issue of Writs. The options to consider include:*

- (a) that an Elected Member stand down from any decision making role and not attend Council and Committee meetings; or*
- (b) that an Elected Member stand down from all aspects of their role as a Councillor and not be able to perform the role as specified in Section 2.10 of the Local Government Act.*

*The East Metropolitan Zone has identified that, under the Local Government Act 1995, there is no requirement for an Elected Member to either stand down or take leave of absence if they are a candidate for a State or Federal election. If elected to Parliament the Elected Member is immediately ineligible to continue as an Elected Member. Currently it is up to an individual Elected Member to determine if they wish to take a leave of absence. In some cases Elected Members have voluntarily resigned.*

Whilst the Executive Office does not know the East Metropolitan Zone's view, GVROC in its submission to WALGA will be supporting the move to have the Act amended so that an elected member will have to stand down when contesting a State of Federal election.

**Zone Comment:**

**Part 3 – Functions of Local Government**

**Notification of Affected Owners: Section 3.51**

*Position Statement*

*Section 3.51 of the Local Government Act 1995 concerning "Affected owners to be notified of certain proposals" should be amended to achieve the following effects:*

- 1. to limit definition of "person having an interest" to those persons immediately adjoining the proposed road works (i.e. similar principle to town planning consultation); and*
- 2. to specify that only significant, defined categories of proposed road works require local public notice under Section 3.51 (3) (a).*

*State Council Resolution*

*February 2009 – 480.1/2009*

**Zone Comment:**

**Control of Certain Unvested Facilities: Section 3.53**

*The Local Government Act 1995 includes a provisions, under Section 3.53, that is carried forward from Section 300 of the former Local Government Act 1960. Section 300 stated:*

*300. A council has the care, control, and management of public places, streets, ways, bridges, culverts, fords, ferries, jetties, and drains, which are within the district, or, which although not within the district, are by this Act placed under the care, control, and management, of the council, or are to be regarded as being within the district, except where and to the extent that under an Act, another authority has that care, control, and management.*

*Section 3.53 refers to infrastructure as an 'otherwise unvested facility', and is defined to mean: "a thoroughfare, bridge, jetty, drain, or watercourse belonging to the Crown, the responsibility for controlling or managing which is not vested in any person other than under this section."*

Section 3.53 places responsibility for an otherwise unvested facility on the Local Government in whose district the facility is located. Lack of ongoing maintenance and accreting age has resulted in much infrastructure falling into a dilapidated state. This, together with the uncertain provenance of many of these facilities, particularly bridges, is reported as placing an unwarranted and unfunded burden on a number of Local Governments.

It is recommended Section 3.53 of the Act be deleted and that responsibility for facilities located on Crown Land return to the State as the appropriate land manager.

**Zone Position:**

**Regional Local Governments: Part 3, Division 4**

<i>Position Statement</i>	<i>The compliance obligations of Regional Local Governments should be reviewed.</i>
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<i>Background</i>	<i>Currently, Regional Local Governments are treated by the Local Government Act 1995 for the purposes of compliance, as if they were a Local Government.</i>
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*The Association believes that this places an overly large compliance burden on Regional Local Governments. The large compliance burden reduces potential cost savings that aggregated service delivery may achieve through increased efficiency and acts as a disincentive for Local Governments to establish Regional Local Governments.*

<i>State Council Resolution</i>	<i>January 2012 – 9.1/2012</i>
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**Council Controlled Organisations: Part 3, Division 4**

<i>Position Statement</i>	<i>The Local Government Act 1995 should be amended to enable Local Governments to establish Council Controlled Organisations (CCO).</i>
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<i>Background</i>	<i>The CCO model is available to Local Governments in New Zealand where they are used for a variety of purposes. The model allows one or more Local Governments to establish a wholly Local Government owned commercial organisation. The Association has developed the amendments required for the CCO model to be implemented in Western Australia.</i>
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<i>State Council Resolution</i>	<i>October 2010 – 107.5/2010 October 2010 – 114.5/2010</i>
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NOTE: Council Controlled Organisations has also been referred to as 'Local Government Enterprises' in the past i.e. WALGA's Systemic Sustainability Study 2008.

**Zone Position:**

## Local Government (Functions and General) Regulations 1996

### Tender Threshold: Regulation 11(1)

<i>Position Statement</i>	<i>WALGA supports an increase in the tender threshold to align with the State Government tender threshold (\$250 000).</i>
<i>Background</i>	<i>The tender threshold should be increased to allow Local Governments responsiveness when procuring relatively low value good and services.</i>
<i>State Council Resolution</i>	<i>July 2015 – 74.4/2015 September 2014 – 88.4/2014</i>

### Zone Position:

### Dispositions of Property: Regulation 30(3)

*That Regulation 30(3) be amended to delete the financial limitation (\$75,000) on a disposition used to purchase other property in the course of acquiring goods and services.*

### Zone Position:

## Local Government (Regional Subsidiaries) Regulations 2017

<i>Position Statement</i>	<i>That WALGA advocate for legislative and regulatory amendments to enable Regional Subsidiaries to:</i> <ol style="list-style-type: none"><li><i>1. Borrow;</i></li><li><i>2. Enter into land transactions; and,</i></li><li><i>3. Undertake commercial activities.</i></li></ol>
<i>Background</i>	<p><i>The Local Government Act 1995 was amended in late 2016 to enable Local Governments to establish regional subsidiaries, and this represents a significant advocacy achievement for the Local Government sector;</i></p> <p><i>The Local Government (Regional Subsidiaries) Regulations 2017, which were enacted in early 2017, contain significant restrictions that limit the flexibility and will reduce the benefits of the regional subsidiary model;</i></p> <p><i>In particular, the regulations prevent regional subsidiaries from borrowing from any organisation other than a constituent Local Government, entering into a land transaction, and commencing a trading undertaking; and,</i></p> <p><i>This item recommends legislative and/or regulatory amendments to remove these restrictions that unnecessarily prevent regional subsidiaries from becoming an effective and efficient collaborative service delivery mechanism.</i></p>
<i>State Council Resolution</i>	<i>March 2017 – 5.1/2017</i>

Since the release of the WALGA discussion paper the Minister has released a circular which details the policy and guidelines for the establishment of regional subsidiaries.

A copy of the Circular forms an attachment to the meeting agenda.

Given the issue of regional subsidiaries was raised for discussion with the Minister when he met with the Great Eastern Country Zone on Thursday 24 August, Member Councils may wish to consider Circular 06-2017 before developing a Zone position.

**Zone Position:**

**Part 4 – Elections and Other Polls**

**Conduct of Postal Elections: Sections 4.20 and 4.61**

<i>Position Statement</i>	<i>The Local Government Act 1995 should be amended to allow the Australian Electoral Commission (AEC) and Local Governments to conduct postal elections.</i>
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<i>Background</i>	<i>Currently, the WAEC has a legislatively enshrined monopoly on the conduct of postal elections that has not been tested by the market.</i>
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<i>State Council Resolution</i>	<i>March 2012 – 24.2/2012</i>
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This is another area where there a number of views. For example, GVROC is of the view that the Act be amended to allow WA Electoral Commission, Australian Electoral Commission individual local governments and other private organisations to conduct postal elections.

**Zone Position:**

**Voluntary Voting: Section 4.65**

<i>Position Statement</i>	<i>Voting in Local Government elections should remain voluntary.</i>
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<i>State Council Resolution</i>	<i>427.5/2008 – October 2008</i>
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The issue of compulsory elections is another matter that has varied opinions expressed around whether it should be introduced for local government elections.

The issue is not only about whether or not voting should be compulsory but if introduced what method of election should be employed, ie by adopting a “first past the post” approach or some form of preferential voting methodology.

**Zone Position:**

**On-Line Voting**

*WALGA has received requests from three (3) Zones to explore the possibility of introducing on-line voting in Local Government elections.*

*A State Council Item for Noting was prepared in May 2017 advising that WALGA staff will liaise with the WAEC regarding the use of the iVote system and also seek feedback from the Local Government sector on online voting and other opportunities to increase voter turnout. The Minister for Local Government has indicated that online voting is likely to be considered in the context of increasing elector participation.*

Whilst use of technology is supported by some in the conduct of local government elections, concern has been raised regarding the integrity of on-line voting and availability/accessibility of internet access for some electors.

**Zone Position:**

**Part 5 – Administration**

**Electors' General Meeting: Section 5.27**

*Position Statement*                      *Section 5.27 of the Local Government Act 1995 should be amended so that Electors' General Meetings are not compulsory.*

*Background*                                *There is adequate provision in the Local Government Act for the public to participate in Local Government matters and access information by attending meetings, participating in public question time, lodging petitions, and requesting special electors' meetings.*

*NOTE: The current Local Government Amendment (Auditing) Bill 2017 proposes that a Local Government's Annual Report is to be placed on its official website within 10 days of being received.*

*State Council Resolution*              *February 2011 – 09.1/2011*

**Zone Position:**

**Special Electors' Meeting: Section 5.28**

*That Section 5.28(1)(a) be amended:*

- (a) so that the prescribed number of electors required to request a meeting increase from 100 (or 5% of electors) to 500 (or 5% of electors), whichever is fewer; and*
- (b) to preclude the calling of Electors' Special Meeting on the same issue within a 12 month period, unless Council determines otherwise.*

GVROC has put an alternate view to the suggestion to the above believing that Section 5.28 in its entirety was unnecessary and should be removed from the Act.

**Zone Position:**

**Senior Employees: Section 5.37(2)**

*That Section 5.37(2) be deleted to remove any inference or ambiguity as to the role of Council in the performance of the Chief Executive Officer's function under Section 5.41(g) regarding the appointment of other employees (with consequential amendment to Section 5.41(g) accordingly).*

Recent statements from the Minister would suggest he may wish to have the Public Sector Commissioner involved in CEO recruitment and performance review.

The Executive Officer has received comment from one officer within the Great Eastern Country Zone that they support such an initiative.

This is possibly not a view shared by others across the sector. For example, GVROC is of the view that local governments should retain their autonomy in relation to recruitment, annual performance review and

dismissal of CEOs. As such it does not support the involvement of the Public Sector Commissioner at any point in with regard to the employment of a CEO.

Discussion by GVROC on this matter also raised the matter of consistency within the Act with respect to “majority” votes. For example, s5.36 of the Act allowed for a CEO to be appointed by simple majority but then an absolute majority was required to approve the contract. To GVROC this appeared to be an anomaly and as such should be resolved.

Member Councils may wish to discuss the use of simple majority, absolute majority and special majority.

**Zone Position:**

**Annual Review of Certain Employees Performance: Section 5.38**

*Section 5.41(g) of the Act allocates the function of responsibility for all employees, including management supervision, to the Chief Executive Officer. Section 5.38 therefore creates unnecessary ambiguity; unnecessary in terms of the certainty that Section 5.41(g) already provides. It is recommended that Section 5.38 either be deleted, or amended so that there is only a specific statutory requirement for Council to conduct an annual Chief Executive Officer performance review.*

**Zone Position:**

**Gifts and Contributions to Travel: Sections 5.82 and 5.83**

*The current Gift Provisions in the Local Government Act are very confusing and overly prescriptive. The Department of Local Government and Communities have established a Gift Working Group to look at completely reviewing the gift provisions for changes following the March 2017 State Election. WALGA is a participant in this working group. WALGA representatives have been advocating for the following:*

- *There be one section for declaring gifts. Delete declarations for Travel.*
- *Gift provisions only for Elected Members and CEO's. Other staff fall under Codes of Conduct from the CEO to the staff.*
- *Gifts only to be declared if above \$500.00.*
- *There will not be any category of notifiable gifts or prohibited gifts.*
- *Gifts only to be declared in respect to an Elected Member or CEO carrying out their role.*
- *No need to declare gifts received in a genuine personal capacity.*
- *Exemptions for ALGA, WALGA and LG Professionals (already achieved).*
- *Exemption for electoral gifts received that relate to the State and Commonwealth Electoral Acts. So Elected Members who are standing for State or Federal Parliament will only need to comply with the State or Federal electoral act and not declare it as a Local Government gift.*

**Zone Position:**

**Vexatious and Frivolous Complainants: New Provision**

*It is recommended that a statutory provision be considered, permitting a Local Government to declare a person a vexatious or frivolous complainant. Section 5.110(3a) of the Act was recently introduced in relation to the Local Government Standards Panel ruling on vexatious and frivolous Rules of Conduct Regulations breach allegations:*



*“...a standards panel can at any stage of its proceedings refuse to deal with a complaint if the standards panel is satisfied that the complaint is frivolous, trivial, vexatious, misconceived or without substance.”*

*Given the extensive cost and diversion of administrative resources currently associated with vexatious and frivolous complainants across the Local Government sector, it is recommended that a more general mechanism, based on the principles associated with the introduction of Section 5.110(3A), be investigated.*

**Zone Position:**

## **Local Government (Administration) Regulations 1996**

### **Revoking or Changing Decisions: Regulation 10**

*Regulation 10 provides a mechanism for the revocation or change to a previous decision of Council. It does not however, contain any provision clarifying that the provisions do not apply to Council decisions that have already been implemented. This regulatory deficiency is currently managed administratively, but warrants an appropriate amendment to assist clarify the rights of a Councillor to seek a revocation or change.*

**Zone Position:**

### **Minutes, Contents of: Regulation 11**

*Regulation 11 contains a potential anomaly in that the content requirements relating to Minutes of a Council or Committee meeting do not make reference to the reports and information that formed the basis of the Agenda to that meeting. Despite it being a common practice that Agenda reports and information are included in most Minutes, this is not universally the case, and it is recommended that an amendment be considered as an aid to community understanding of the decision-making process of the Council.*

**Zone Position:**

## **Repayment of Advance Annual Payments: New Regulation**

*The Local Government Legislation Amendment Act 2016 introduced Section 5.102AB, which provides that Regulations may be made relating to the recovery of advance payments of annual allowances or annual fees made to a person who subsequently ceases to hold office during the period to which the payment relates:*

### **5.102AB. Repayment of advance annual payments if recipient ceases to hold office**

(2) Regulations may be made —

- (a) requiring the repayment to a local government, to the extent determined in accordance with the regulations, of an advance payment of an annual allowance or annual fee in the circumstances to which this section applies; and
- (b) providing for a local government to recover any amount repayable if it is not repaid.

*Regulations enabling the recovery of advance annual payments have yet to be made and it is recommended this matter be prioritised.*

**Zone Position:**

## **Local Government (Rules of Conduct) Regulations 2007**

### *Position Statement*

*WALGA supports:*

1. *Official Conduct legislation to govern the behaviour of Elected Members;*
2. *An efficient and effective independent Standards Panel process;*
3. *An ability for the Standards Panel to dismiss vexatious and frivolous complaints; and,*
4. *Confidentiality for all parties being a key component of the entire process.*

*NOTE: Point 3 achieved under the Local Government Legislation Amendment Act 2016*

### *State Council Resolution*

*March 2016 – 10.1/2016*

*July 2012 – 55.3/2012*

*December 2008 – 454.6/2008*

## **Zone Position:**

## **Part 6 – Financial Management**

### **Imposition of Fees and Charges: Section 6.16**

#### *Position Statement*

*That a review be undertaken to remove fees and charges from legislation and Councils be empowered to set fees and charges for Local Government services*

#### *Background*

*Local Governments are able to impose fees and charges on users of specific, often incidental, services. Examples include dog registration fees, fees for building approvals and swimming pool entrance fees.*

*In some cases, Local Governments will recoup the entire cost of providing a service. In other cases, user charges may be set below cost recovery to encourage a particular activity with identified community benefit, such as sporting ground user fees or swimming pool entry fees.*

*Currently, fees and charges are determined according to three methods:*

- *By legislation*
- *With an upper limit set by legislation*
- *By the Local Government.*

*Fees determined by State Government legislation are of particular concern to Local Governments and represent significant revenue leakage because of:*

- *Lack of indexation*
- *Lack of regular review (fees may remain at the same nominal levels for decades)*
- *Lack of transparent methodology in setting the fees (fees do not appear to be set regarding appropriate costs recovery levels).*

*Examples of fees and charges of this nature include dog registrations fees, town planning fees and building permits. Since Local Governments do not have direct control over the determination of fees set by legislation, this revenue leakage is recovered from rate*

revenue. This means all ratepayers end up subsidising the activities of some ratepayers.

When fees and charges are restricted by legislation, rather than being set at cost recovery levels, this sends inappropriate signals to users of Local Government services, particularly when the consumption of those services is discretionary. When legislative limits allow consumers to pay below 'true cost' levels for a discretionary service, this will lead to overprovision and a misallocation of resources.

Under the principle of 'general competence' there is no reason why Local Governments should not be empowered to make decisions regarding the setting of fees and charges for specific services.

Additionally, it is recommended that Section 6.16 be amended so that it only relates to statutory application fees and charges and not consumer items, facility entrance fees, ad hoc minor fees and charges etc. The exhaustive listing of relatively minor fee and charge items, together with technical requirement to give public notice of any change after the adoption of the annual budget, is both inefficient and costly.

#### **Zone Position:**

#### **Power to Borrow: Section 6.20**

Section 6.20(2) requires, where a power to borrow is proposed to be exercised and details of the proposal are not included in the annual budget, that the Local Government must give one month's public notice of the proposal (unless an exemption applies). There is no associated requirement to request or consider written submission prior to exercising the power to borrow, as is usually associated with giving public notice. Section 6.20(2) simply stops the exercise of power to borrow for one month, and it is recommended it be deleted.

#### **Zone Comment:**

#### **Restrictions on Borrowings: Section 6.21**

##### *Position Statement*

Section 6.21 of the Local Government Act 1995 should be amended to allow Local Governments to use freehold land, in addition to its general fund, as security when borrowing.

##### *Background*

Borrowing restrictions in the Local Government Act 1995 act as a disincentive for investment in community infrastructure. Section 6.21(2) states that a Local Government can only use its 'general funds' as security for borrowings to upgrade community infrastructure, and is restricted from using its assets to secure its borrowings. This provision severely restricts the borrowing capacity of Local Governments and reduces the scale of borrowing that can be undertaken to the detriment of the community.

This is particularly relevant since the Global Financial Crisis. Treasury now requires member Local Governments to show as contingent liabilities in their balance sheet their proportion of contingent liabilities of the Regional Local Government of which they are a member. Given that the cost of provision of an Alternative Waste Disposal System is anything up to \$100 million, the share of contingent liabilities for any Local Government is significant. Even under a 'Build-Own-Operate' financing method, the unpaid (future) payments to a contractor must

*be recognised in the balance sheet of the Regional Local Government as a contingent liability.*

*This alone is likely to prevent some Local Governments from borrowing funds to finance its own work as the value of contingent liabilities are taken into account by Treasury for borrowing purposes.*

State Council Resolution      January 2012 – 8.1/2012

## **Zone Position:**

### **Rating Exemptions – Charitable Purposes: Section 6.26(2)(g)**

*Position Statement*      WALGA's policy position regarding charitable purposes is as follows:

1. *Amend the Local Government Act to clarify that Independent Living Units should only be exempt from rates where they qualify under the Commonwealth Aged Care Act 1997;*
2. *Either*
  - a) *amend the charitable organisations section of the Local Government Act 1995 to eliminate exemptions for commercial (non-charitable) business activities of charitable organisations;*

*or*

  - b) *establish a compensatory fund for Local Governments, similar to the pensioner discount provisions, if the State Government believes charitable organisations remain exempt from payment of Local Government rates.*

*Background*      *Exemptions under this section of the Act have extended beyond the original intention and now provide rating exemptions for non-charitable purposes, which increase the rate burden to other ratepayers. There may be an argument for exemptions to be granted by State or Federal legislation. Examples include exemptions granted by the Commonwealth Aged Care Act 1997 and group housing for the physically and intellectually disabled which is supported under a government scheme such as a Commonwealth-State Housing Agreement or Commonwealth-State Disability Agreement.*

State Council Resolution      December 2015 – 118.7/2015  
January 2012 – 5.1/2012

The issue of rate exemptions is one that generates considerable discussion, with many local governments believing that should be no exemptions from local government rates and any exemption should be left to individual Councils to decide.

## **Zone Position:**

### **Differential General Rates: Section 6.33**

*This section outlines the characteristics that Local Governments may take into account when imposing differential general rates. It is recommended the issue of time-based differential rating should be examined, to address some Local Governments view that vacant land should be developed in a timely manner.*

The matter of differential rating is one that has caused considerable angst for some local governments. This is the case with a number of GVROC's Member Councils where the view was that there should be a complete review of the differential rating provisions within the Local Government Act.

**Zone Position:**

#### **Service of Rates Notice: Section 6.41**

*That Section 6.41 be amended to:*

- (a) permit the rates notice to be issued to electronically; and*
- (b) introduce flexibility to offer regular rate payments (i.e. fortnightly, monthly etc) without requirement to issue individual instalment notice.*

**Zone Position:**

#### **Rates or Service Charges Recoverable in Court: Section 6.56**

*That Section 6.56 be amended to clarify that all debt recovery action costs incurred by a Local Government in pursuing recovery of unpaid rates and services charges be recoverable and not be limited by reference to the 'cost of proceedings'.*

GVROC raised the question as to why Section 6.56 should even be within the Act, suggesting that it should be deleted.

**Zone Position:**

#### **Local Government (Financial Management) Regulations 1996**

##### **Exemption from AASB 124: Regulation 4**

*Regulation 4 of the Financial Management Regulations provides a mechanism for an exemption from the Australian Accounting Standards (AAS). Regulation 16 is an example of the use of this mechanism, relieving Local Governments from the requirement to value land under roads.*

*A Zone has requested that an exemption be allowed from the implementation of AASB 124 'Related Party Transactions' due to the current provisions in the Act on declarations of interest at meetings and in Primary and Annual returns. This is regarded as providing appropriate material declaration and disclosure of interests associated with function of Local Government.*

**Zone Position:**

## Part 7 – Audit

*The Local Government Amendment (Auditing) Bill 2017, before Parliament at the time of writing, will substantially replace much of Part 7 to provide for the auditing of Local Governments by the Auditor General.*

*New legislation will allow the Auditor General to contract out some or all of the financial audits but all audits will be done under the supervision of the Auditor General and Office of the Auditor General.*

The Zone has extended an invitation to the Auditor General to attend the next meeting scheduled to be held in Merredin in Thursday 30 November 2017.

Following these discussions, the Zone will have a greater understanding of what changes are likely once the new legislation is in place.

### Zone Position:

## Part 8 – Scrutiny of the Affairs of Local Government

### Stand Down Provision: New Proposal

#### *Position Statement*

*WALGA supports, in principle, a proposal for an individual elected member to be ‘stood down’ from their role when they are under investigation; have been charged; or when their continued presence prevents Council from properly discharging its functions or affects the Council’s reputation, subject to further policy development work being undertaken.*

*Further policy development of the Stand Down Provisions must involve specific consideration of the following issues of concern to the Sector:*

- 1. That ... the established principles of natural justice and procedural fairness are embodied in all aspects of the proposed Stand Down Provisions; and*
- 2. That activities associated with the term ‘disruptive behaviour’, presented as reason to stand down a defined Elected Member on the basis their continued presence may make a Council unworkable, are thoroughly examined and clearly identified to ensure there is awareness, consistency and opportunity for avoidance.*

#### *Background*

*In 2008 a discussion paper was circulated seeking feedback regarding legislative amendments to suspend an individual Elected Member, as follows:*

- An elected member to have the ability to stand down where they are being investigated or have been charged;*
- An elected member to be forcibly stood down where they are being investigated or have been charged and whose continued presence prevents Council from properly discharging its functions and affects its reputation and integrity or where it is in the public interest;*
- The Standards Panel to make the stand down decision;*
- Such matters to be referred to the Standards Panel only by a Council (absolute majority), a statutory agency or the Department;*
- Three to six months stand down periods with six month extensions;*

- *The elected member to remain entitled to meeting fees and allowances; and*
- *Inclusion of an offence for providing false information leading to a stand down.*

*State Council Resolution      August 2008 – 400.4/2008*

Given this is a new provision Member Councils may wish to debate the merits or otherwise of the proposed stand down provisions.

*To assist in the discussion, the view of GVROC is that it supports the Stand Down Provision as outlined in the WALGA Position Statement on the understanding that the Council will have some role in seeking the removal of a person from the Council.*

**Zone Position:**

## **Part 9 – Miscellaneous Provisions**

### **Onus of Proof in Vehicle Offences may be Shifted: Section 9.13(6)**

*Amend Section 9.13 by introducing the definition of ‘responsible person’ and enable Local Governments to administer and apply effective provisions associated with vehicle related offences*

#### **Background:**

*This proposal from the North Metropolitan Zone emerged due to an increase in cases when progressing the prosecution of vehicle related offences in court (at the request of the vehicle owner) only to have the charges dismissed by the Magistrate when the owner of the vehicle states that he does not recall who was driving his vehicle at the time of the offence. Magistrates have then ruled that this was sufficient to establish ‘proof to the contrary’, as currently identified in the Section 9.13(6) of the Local Government Act 1995, and as a result dismiss the charges.*

*The Litter Act 1979 was amended in 2012 to introduce the definition of ‘responsible person’ (as in the Road Traffic Act 1974) so that a ‘responsible person’ is taken to have committed an offence where it cannot be established who the driver of the vehicle was at the time of the alleged offence. This also removes the ability for the responsible person to be absolved of any responsibility for the offence if they fail to identify the driver.*

*It is suggested that a similar amendment be made to Section 9.13 of the Act in order to ensure that there is consistent enforcement in regards to vehicle related offences.*

In discussing this issue, the GVROC raised the question as to the need for having a Miscellaneous Provisions Act. With the review of the Act underway it was suggested that Miscellaneous Provisions Act should be repealed and any relevant matter be included in the Act or regulation.

The Executive Officer believes that this is a very sensible approach and could be viewed as a means to reducing unnecessary red tape through the removal of a piece of legislation that potentially is no longer required.

**Zone Position:**

## **Schedule 2.1 – Creating, Changing Boundaries and Abolishing Districts**

### **Poll Provisions: New Proposal**

*Position Statement*                      *Schedule 2.1 of the Local Government Act 1995 should be amended so that the electors of a Local Government affected by any boundary change or amalgamation proposal are entitled to petition the Minister for a binding poll.*

*State Council Resolution*              *December 2014 – 108.5/2014*

The matter of reform and local government amalgamations means that matters within Schedule 2.1 generate considerable debate.

### **Zone Position:**

### **Number of Electors: Clause 2.1(1)(d)**

*That Schedule 2.1 Clause 2(1)(d) be amended so that the prescribed number of electors required to put forward a proposal for change increase from 250 (or 5% of electors) to 500 (or 5% of electors) whichever is fewer.*

The comment around the poll provisions section above holds for Clause 2.1(1)(d).

### **Zone Position:**

## **Schedule 2.2 – Provisions about Names, Wards and Representation**

### **Who may make Submission: Clause 3(1)**

*That Schedule 2.2 Clause 3(1) be amended so that the prescribed number of electors required to put forward a submission increase from 250 (or 5% of electors) to 500 (or 5% of electors) whichever is fewer.*

In discussion this part of Schedule 2.2 the question to consider is how much impact does the clause have? GVROC concluded the clause was not required and will seek its deletion from the Act.

### **Zone Position:**

## **Schedule 4.1 – How to Count Votes and Ascertain Result of Election**

### **Method of Voting**

*Position Statement*                      *Elections should be conducted utilising the first-past-the-post (FPTP) method of voting.*

*Background*                                *The FPTP method is simple, allows an expression of the electorate's wishes and does not encourage tickets and alliances to be formed to allocate preferences.*

*State Council Resolution*              *427.5/2008 – October 2008*

*This State Council resolution influenced amendment to Schedule 4.1 in 2009 that returned Local Government elections to a first past the post system from the preferential proportional representation.*



*The resolution is reiterated here as an indication of the sector's ongoing preference for this vote counting system.*

Method of voting has been discussed elsewhere in this review of the WALGA discussion paper.

#### **Zone Position:**

#### **Other Issues for Discussion**

In addition to the matters covered within the WALGA discussion paper there may be other matters Member Councils may wish to raise for discussion and dependent on the Zone's view be included in the submission prepared.

Issues the Executive Officer is aware of include:

- A review of the Department of Local Government, Sport and Cultural Industries (specifically the section of the Department that manages the interests of Local Government)
- A review of the Financial Management Regulations
- Issues of Confidentiality – the Act is currently quite specific as to when you can close a meeting – should this aspect of the Act be reviewed?
- The performance of the Standards Panel – should a review of the Panel also be undertaken at the same time the Act is under review

In a workshop held by Treasury into the review of the LG Act other issues listed for discussion included:

- Roles and duties of council, councillors and mayors
- Who is eligible to be elected, term of office, vacancies
- Power to create the Local Government Advisory Board
- Powers of entry
- Impounding and disposal of vehicles
- Animals
- Closure of roads
- Control of unvested facilities and reserves
- Matters related to the conduct of elections and other polls

Member Councils might have comments or views on one or all of the above matters.

Submissions on the issues raised in this Discussion Paper, as well as any other relevant matters, must be with WALGA no later than Friday 20 October 2017.

The final collated feedback will be prepared as a State Council Agenda Item for Zone consideration during the November/December 2017 round of Zone meetings. State Council will ultimately determine its position at its meeting of 6 December 2017.

Member Councils might also wish to consider how the Zone will prepare a response to the Department's discussion paper on the review of the Act once released in November.

**Consultation:** WALGA

**Voting Requirement:** Simple majority

#### **RECOMMENDATION:**

That the Zone position on each item considered in the review of the *Local Government Act 1995* be developed into a formal submission for submission to WALGA and lodged no later than Friday 20 October 2017.

**RESOLUTION:**

**Moved:**

**Seconded:**

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## **6.0 DATE, TIME AND PLACE OF NEXT MEETINGS**

Thursday 9 November 2017      Teleconference Meeting of the Great Eastern Country Zone Executive

Thursday 30 November 2017      In-person meeting of the Great Eastern Country Zone in Merredin

## **7.0 CLOSURE**

There being no further business the Chair declared the meeting closed at \_\_\_\_\_

# WALGA Quarterly Overview

## Q3 July – September 2017



### Shire of Mt Marshall

This second edition of your Council's Quarterly Report includes an annual Spend and Save Report outlining expenditure and savings through WALGA Preferred Supplier Arrangements (PSA) for 2016/17. This program offers a comprehensive suite of arrangements specifically designed to meet sector requirements across 47 distinct areas of goods and service, with more than 650 available suppliers.

An important facet of the PSA design is the ability to leverage the sector's aggregated purchasing power, enabling significant financial and administrative savings. In addition, these PSA are tender exempt, meaning Local Governments can be assured full regulatory compliance has already been met when purchasing through the PSA. In order to provide greater choice, WALGA is also qualifying a greater number of local and regional suppliers on to the Preferred Supplier Arrangements.

Across 2016/17, \$315 million in purchasing was conducted through these PSA, equating to nearly \$40 million in savings across the sector. Figures reflect a conservative savings estimate based on promised discounts that represents a fair and reasonable figure, in recognition that Councils can obtain discounts in their own right.

#### MEMBER SERVICES



2  
Number of times Governance advice was provided to the Shire of Mt Marshall.



6  
Number of times Employee Relations advice was provided to the Shire of Mt Marshall.

#### PROCUREMENT SAVINGS

Through use of WALGA's Preferred Supplier Arrangements, the Shire of Mt Marshall have achieved

**\$93,548**

**SAVINGS in 2016/17**

as a conservative estimate across expenditure of \$1,277,830.

Further detail on procurement activity by individual category is outlined in the attached Spend and Save Report.

#### WALGA LOCAL GOVERNMENT HONOURS PROGRAM

Presentation of WALGA Honours Awards at the WALGA Annual General Meeting to Mr Paul Gillett.

#### SECTOR ADVOCACY

##### STATE AND LOCAL GOVERNMENT PARTNERSHIP AGREEMENT

The State and Local Government Partnership Agreement was signed at the WALGA AGM by WALGA President, Local Government Professionals President, the Minister for Local Government and the Premier. An advocacy goal of WALGA's for over 10 years, the agreement represents a shift in the relationship between the two spheres of government and includes communication and consultation protocols allowing minimum time frames for consultation and processes for achieving common goals. It will allow Local Governments greater scope for input into State Government policy, and the opportunity to discuss potential risks or impacts of decisions before their implementation.

##### LOCAL GOVERNMENT INDUSTRY REFERENCE COMMITTEE

The Australian Industry Skills Committee (AISC) has endorsed WALGA as a member of the National Local Government Industry Reference Committee (LGIRC), the only Local Government Association successfully

nominated. The committee provides a conduit for industry feedback to government on the review, development and implementation of the Local Government Training Package and this nomination places WALGA at the centre of the Package development for the next 3-4 year term of the Committee. At the first meeting held in September, a 'Case for Change' review proposal was endorsed for submission to AISC.

##### NATIONAL DISABILITY INDUSTRY SCHEME (NDIS)

Following an initial survey of members, WALGA and consultants ACIL Allen are establishing an evidence base to better understand implications of NDIS for members. After a consultation period for Local Government feedback, ACIL Allen has developed a draft paper 'The Role of Local Governments Under the NDIS'. In addition, WALGA has provided submissions on a number of Productivity Commission Inquiries on the topic. WALGA is awaiting a decision from the State Government as to whether it will proceed with the current delivery model or change to the Commonwealth model and will inform the sector of next steps. Council has not provided feedback on the ACIL Allen preliminary report.

**Attachment 14.1.46a**

# WALGA Quarterly Overview

## Q3 July – September 2017



### PUBLIC HEALTH ACT

As part of WALGA's ongoing advocacy of the *Public Health Act 2016*, consultation with Local Governments is sought on the interim State Public Health Plan. WALGA will prepare a submission on behalf of the sector to be sent to the Department of Health by 8 December 2017.

Council has yet to provide feedback on interim State Public Health Plan – Opportunity for feedback open until 6 November.

The Association's submission will be prepared using information gathered from Local Governments during the preparation of two papers: Role of Local Government in Community Health and Wellbeing; and Environmental Health Workforce Planning.

Council has yet to provide survey feedback on discussion papers - Opportunity for feedback open until 6 November.

Further opportunity to provide feedback is available via a WALGA facilitated forum on 19 October.

### TOURISM STRATEGY

As part of ongoing advocacy supporting the role of Local Government in Tourism, WALGA previously met with Hon Paul Papalia, Minister for Tourism. The Minister indicated he was keen to see Tourism WA work collaboratively with WALGA and Local Governments in

future initiatives and on 19 September WALGA met with Tourism WA Officers to share short and longer term priorities drawn from the sector's Position and Recommendations paper. Tourism WA has committed to report back to WALGA with further detail on how it can assist with progressing these.

### USED TYRE SURVEY

WALGA conducted a survey to determine the current status of used tyre collection, recycling and disposal. The information gained from the survey will be used to advocate to Tyre Stewardship Australia - a product stewardship organisation tasked with improving tyre recycling in Australia.

To view a summary of the survey responses, visit [www.wastenet.net.au](http://www.wastenet.net.au). The Shire of Mt Marshall did not participate in the survey.

### SINGLE USE PLASTIC BAG BAN

Following the WALGA State Council resolution in July to advocate for a State-wide ban on single-use plastic bags, the State Government has also announced they will ban these bags by mid-2018. WALGA will communicate further with Members once more information is known on the approach the Government will take to implement the ban and what community engagement is planned.

## MEETINGS AND EVENTS

### LOCAL GOVERNMENT ACT REVIEW

WALGA staff attended the Great Eastern Country Zone meeting, held on 24 August, to present on current consultation regarding the Local Government Act Review. Additionally, WALGA staff presented at the Great Eastern Country Zone workshop, held on 28 September, and the North Eastern Wheatbelt Regional Organisation of Councils (NEWROC) meeting on 25 July. A discussion paper is currently out for comment by members with all WALGA policy positions relating to the review to ensure their ongoing relevance to members, and provide opportunity to raise new issues or items. The paper is open for feedback until 20 October.

### STATE-WIDE PROSPECTIVE ELECTED MEMBERS WEBINAR

WALGA's Governance and Organisational Services Team provided a State-wide webinar information session for prospective candidates for the 2017 Local Government Elections.



Held on Thursday, 17 August 2017, the webinar saw over 230 people register.

### 2017 WA LOCAL GOVERNMENT CONVENTION

Under the theme 'Members First', the 2017 WA Local Government Convention brought together several hundred senior Local Government representatives from across the State, along with 106 exhibitors who populated the trade exhibition.



7

Delegates from the Shire of Mt Marshall attended.

### LOCAL GOVERNMENT AGRICULTURAL FREIGHT GROUP

2 Representatives from the Great Eastern Country Zone attended on behalf of Shire of Mt Marshall.

1 WALGA staff member attended.

### REGIONAL ROAD GROUP (RRG) MEETINGS

The RRGs make recommendations to the State Advisory Committee (SAC) in relation to the Annual Local Government Roads Program for their Region and any other relevant issues.

#### Wheatbelt North RRG Meeting

2 WALGA staff members attended.

# WALGA Quarterly Overview

## Q3 July – September 2017



### HAVE YOU CONSIDERED?

#### EMERGENCY MANAGEMENT SERVICE SUBSCRIPTION

This subscription is available for 2017/18. Some services provided in the subscription are the review of the Emergency Management Plan, the continual review and update of Local Emergency Management Arrangements (LEMA), as well as the design and facilitation of Emergency Management desktop exercises.

#### RESOURCES

- WALGA released Draft Better Practice Guidelines on the management of Charity Bins.

#### ADHOC ADVICE

Ad hoc advice provided by WALGA staff to Shire of Mt Marshall representatives on the following topics:

- Landfill licensing for NEWROC Shires.

#### CONTACTS

##### Chief Executive Officer

Ricky Burges  
9213 2025

##### Deputy Chief Executive Officer

Wayne Scheggia  
9213 2024

##### Executive Manager Business Solutions

John Filippone  
9213 2020

##### Executive Manager Environment and Waste

Mark Batty  
9213 2078

##### Executive Manager Finance and Marketing

Zac Donovan  
9213 2038

##### Executive Manager Governance and Organisational Services

Tony Brown  
9213 2051

##### Executive Manager Infrastructure

Ian Duncan  
9213 2031

##### Executive Manager People and Place

Joanne Burges  
9213 2018

# 2016/17 Expenditure & Savings

## PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES



### Shire of Mt Marshall

This information is accurate as at : 18/09/2017

#### SUMMARY

<b>Total Benefits</b>	<b>\$101,718</b>
Savings from Preferred Supplier Program	\$93,548
LGIS Dividends (avail mid 2017)	\$8,170
Fuel Tax Rebate*	\$0
<b>Subscription Cost for 2016/17</b>	<b>\$17,324</b>

#### WALGA SUBSCRIPTIONS for 2016-17

Business Service	Subscriber	Business Service	Subscriber	Business Service	Subscriber
Council Connect	YES	Employee Relations	YES	Local Laws Service	YES
Councils Online	NO	Environment Planning Tool	NO	Local Government Act Guide	YES
Emergency Management	NO	Tax Service	YES	Procurement Services	YES
GAPP	NO				

#### PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES

#### 2015/16 Financial Year

#### 2016/17 Financial Year (Q4 figures yet to be finalised)

Preferred Supplier Arrangements	Savings Synopsis	Expenditure	Retail cost	Indicative Savings	Conservative Savings	Expenditure	Retail cost	Indicative Savings	Conservative Savings
Advertising and Media Services	Up to 25% below market rates	\$ 3,400	\$ 4,533	\$ 1,133	\$ 567	\$ 990	\$ 1,320	\$ 330	\$ 165
Agricultural & Turf Machinery & General Power Equipment	An average discount of 12% against market rates	\$ -	\$ -	\$ -	\$ -	\$ 31,464	\$ 35,755	\$ 4,291	\$ 2,145
Asset Management Consultancy Services	An average discount of 15% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Audit Services	Up to 10% discount against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Building Consultants	Discounted hourly rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Bulk Fuel, Fuel Cards & Oils & Lubricant	Up to 50% below market prices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Call Centre Management Services	Up to 30% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Contestable Energy	Up to 30% off retail prices	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Corporate Wardrobe	An average discount of 25% against market rates	\$ 640	\$ 853	\$ 213	\$ 107	\$ 734	\$ 979	\$ 245	\$ 122
Debt Management	An average discount of 25% against market rates	\$ -	** Refer to note	\$ -	\$ -	\$ 25,377	** Refer to Note	\$ 6,344	\$ 3,172
Engineering Consulting Services	An average discount of 22.5% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Environmental Consulting Services (NAM)	An average discount of 15% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Fuel Tax Rebates (Management Fees)	Recovery of revenue and discounted fee rate	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

continued on page 2...

\* The revenue recovered under the Fuel Tax Rebate Consultancy arrangement is found in the Total Benefits table.

\*\* A consistent discount rate is not attributed to the Debt Management arrangement. Each Supplier applies concessions dependent upon the nature and complexity of the debt recovery.

# 2016/17 Expenditure & Savings

## PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES



### Shire of Mt Marshall

continued from page 1...

#### PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES

#### 2015/16 Financial Year

#### 2016/17 Financial Year

Preferred Supplier Arrangements	Savings Synopsis	Expenditure	Retail cost	Indicative Savings	Conservative Savings	Expenditure	Retail cost	Indicative Savings	Conservative Savings
General Hardware	An average discount of 10%	\$ 1,114	\$ 1,224	\$ 110	\$ 55	\$ 359	\$ 395	\$ 36	\$ 18
Heritage Advisory Services	An average discount of 12% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Household Hazardous Waste	Refer to Note	*** Refer to Note		\$ -	\$ -	*** Refer to Note		\$ -	\$ -
ICT and Related Services	Between 10% and 31% below market rates	\$ 60	\$ 71	\$ 11	\$ 5	\$ -	\$ -	\$ -	\$ -
Landscape Infrastructure	Between 5% and 20% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
LED Luminaires	Up to 20% off retail, up to 10% off wholesale	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Legal Services	Up to 50% below market rates	\$ 4,116	\$ 5,311	\$ 1,195	\$ 598	\$ 1,400	\$ 1,806	\$ 406	\$ 203
Library Services	Between 5% and 35% off services and hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Library Stocks and Related Services	Between 10% and 35% below RRP	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Motor Vehicles	Various discounts over and above CUA	**** Refer to Note		\$ -	\$ -	**** Refer to Note		\$ 500	\$ 500
Office & Workplace Furniture & Fitout	An average discount of 20% against market rates	\$ 3,273	\$ 4,196	\$ 923	\$ 462	\$ -	\$ -	\$ -	\$ -
Office and Workplace Supplies	Up to 70% below market rates	\$ 2,279	\$ 3,798	\$ 1,519	\$ 760	\$ 1,996	\$ 3,327	\$ 1,331	\$ 665
Operating Lease and Finance Solutions	Procurement benefits, investment opportunities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Organic Composting Services	Between 3% and 40% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
OSH Legal	Up to 20% below market rates	\$ -	\$ -	\$ -	\$ -	Now reporting under Legal Services			
Parking Infrastructure & Related Service	Up to 15% off market rates based on volume	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Plant Machinery Equipment	Up to 20% off market rates	\$ 165,900	\$ 195,176	\$ 29,276	\$ 14,638	\$ 335,000	\$ 394,118	\$ 59,118	\$ 29,559
Playground Goods and Services	Up to 20% of market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

continued on page 3...

\*\*\* 'Savings' are defined as the provision of funding from the Waste Authority through the Waste Avoidance & Resource Recovery Account, to assist with the collection, storage and disposal of Household Hazardous Waste.

\*\*\*\* Motor Vehicles figures represent savings realised by utilising the WALGA agreement that leverages the State Government CUA (CUA37804 Motor Vehicles - Acquisition of Passenger and Light Commercial Vehicles), providing additional savings on top of the CUA framework. Amendments have been made to 2015-16 indicative savings after further supplier reporting became available.



# 2016/17 Expenditure & Savings

## PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES



### Shire of Mt Marshall

*continued from page 2...*

#### PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES

#### 2015/16 Financial Year

#### 2016/17 Financial Year

Preferred Supplier Arrangements	Savings Synopsis	Expenditure	Retail cost	Indicative Savings	Conservative Savings	Expenditure	Retail cost	Indicative Savings	Conservative Savings
Road Building Materials Related Services	Up to 16% savings plus mobilisation benefits	\$ 903,606	\$ 1,009,616	\$ 106,010	\$ 53,005	\$ 786,330	\$ 878,581	\$ 92,251	\$ 46,126
Security Systems and Services	Between 8% and 20% off services and hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Signs & Related Equipment	An average discount of 15% below market rates	\$ 17,874	\$ 21,028	\$ 3,154	\$ 1,577	\$ 13,486	\$ 15,866	\$ 2,380	\$ 1,190
Software Applications	Up to 60% below market rates	\$ 20,748	\$ 25,149	\$ 4,401	\$ 2,201	\$ 21,326	\$ 25,850	\$ 4,524	\$ 2,262
Sustainable Energy Infrastructure	Between 2% and 40% off parts and hardware	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Sweeping Equipment (Specialised Trucks and Bodies)	An average discount of 10% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Telecommunication Services	Up to 70% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Temporary Personnel Services	An average discount of 20% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Town Planning & Related Services	Discounted hourly rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Trucks	Up to 30% below market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Tyres, Tubes & Automotive and Marine Bat	Up to 42% for tyres and 60% for batteries	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Used Oil	An average discount of 20% against market rates	\$ -	\$ -	\$ -	\$ -	\$ 695	\$ 869	\$ 174	\$ 87
Waste, Recycling & MGB's	Up to 20% off Collection, up to 32% off MGBs	\$ 62,057	\$ 77,571	\$ 15,514	\$ 7,757	\$ 58,674	\$ 73,342	\$ 14,668	\$ 7,334
Workwear and Personal Protective Equipment (PPE)	An average discount of 25% against market rates	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
<b>TOTAL</b>		<b>\$ 1,185,066</b>	<b>\$ 1,348,526</b>	<b>\$ 163,460</b>	<b>\$ 81,730</b>	<b>\$ 1,277,831</b>	<b>\$ 1,432,206</b>	<b>\$ 186,597</b>	<b>\$ 93,548</b>

#### Assumptions, Notes and Buyers Tips

1. The applied savings rates are determined during evaluation stage of the Request. A Preferred Supplier agrees to provide a discount rate over normal market prices and exclusively to WALGA Members.
2. Pricing and discounts may vary between Preferred Suppliers on the same Arrangement.
3. 'Expenditure' is the discounted price WALGA Members have paid to Preferred Suppliers throughout the financial year.
4. 'Retail cost' represents the estimated price non-WALGA Members can expect to pay without the contractually-agreed Preferred Supplier discount rate.
5. 'Conservative Savings' represents a 50% reduction in the 'Indicative Savings' amount representing a fair and reasonable figure in recognition that members can obtain discounts in their own right.
6. Household Hazardous Waste and Motor Vehicle Special Offers savings are represented in both indicative and conservative savings columns as the figure is directly attributable to a reduction in a WALGA Member's expenditure.
7. Savings are additional to efficiency savings generated by the reduction in tender administration costs and streamlined quotation processes.
8. Preferred Supplier pricing (where available) can be obtained as commercial in confidence information by logging into eQuotes ([www.vendorpanel.com.au](http://www.vendorpanel.com.au)).
9. Preferred Supplier Arrangement pricing is based on sector-wide expenditure and all Preferred Suppliers are contractually required to provide their best rates exclusively through the WALGA Arrangements.
10. WALGA members can use the tender exempt nature of Preferred Supplier Arrangements to negotiate optimal 'value for money' outcomes.

# 2016/17 Expenditure & Savings

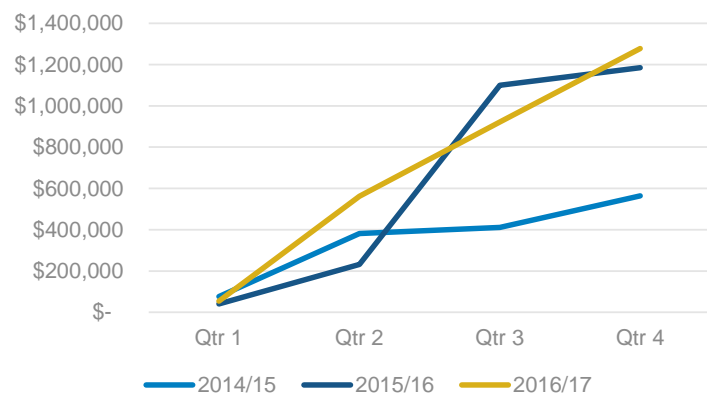
PREFERRED SUPPLIER PROGRAM & BUSINESS SERVICES



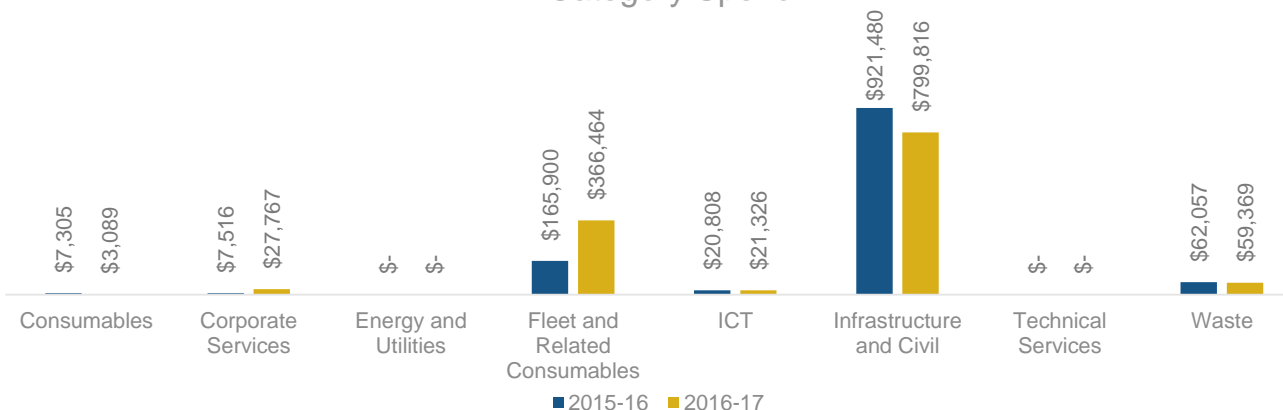
## Shire of Mt Marshall

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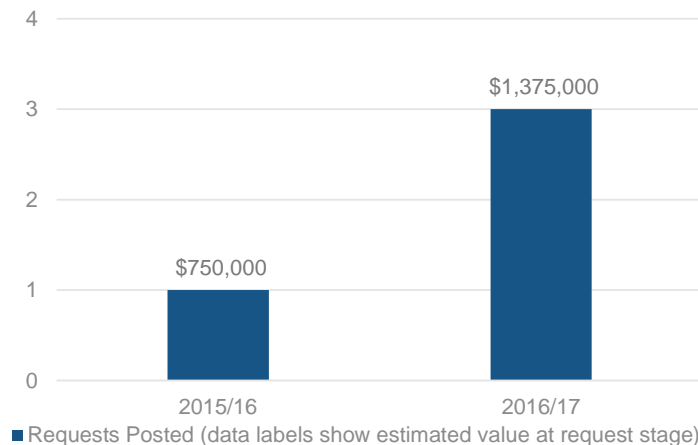
### Annual Spend on PSP



### Category Spend



### eQuotes Usage



### Top Suppliers for 2016/17



CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/09-15 September 2017	<p><b>That Council:</b></p> <ol style="list-style-type: none"> <li>1. resolve that new workers accommodation be constructed in Beacon to replace the Beacon Barracks accommodation;</li> <li>2. resolve that the new accommodation be sited to the West of the current Beacon Caravan Park;</li> <li>3. direct the Chief Executive Officer and obtain full costings for the new camp and present them to Council for a budget to be agreed as soon as possible; and</li> <li>4. direct the Chief Executive Officer to write to Public Transport Authority (WA) and request that one of the existing rooms be retained and gifted to the Shire to be preserved and used as a historical feature for the town.</li> </ol>	Ongoing		
2017/09-12 September 2017	<ol style="list-style-type: none"> <li>1. That Council refuse the application to reduce the rent paid by the Bencubbin Community Resource Centre for the current financial year; and</li> <li>2. A review of the rents paid by community resource centres in neighbouring shires be undertaken by Shire staff and presented during the budget deliberations for the 2018-2019 financial year, and if appropriate a reduction in rent be considered.</li> </ol>	Complete	The Community Resource Centre has been notified in writing.	
2017/09-11 September 2017	<p><b>That:</b></p> <ol style="list-style-type: none"> <li>1. the consultant be instructed to make the following amendments to the Shire of Mt Marshall Corporate Business Plan and the Shire of Mt Marshall Long Term Financial Plan: <i>See Minutes for changes</i></li> <li>2. The amended plans be considered at a special meeting of Council to be held on Monday 2 October 2017 at 9am.</li> </ol>	Complete	Both plans were adopted at a Special Council meeting on 2 October.	

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL												
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION								
2017/09-9 September 2017	<p>That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 call for Tender (RFT MM) for the provision of Bitumen Supply for a period of 1 year.</p> <p>That Council, pursuant to Section 3.57 of the Local Government Act, 1995 and Division 2 of the Local Government (Functions and General) Regulations, 1996 set the Qualitative Evaluation Criteria for RFT MM 01.17/18, as follows:</p> <table><tr><td>Relevant Experience</td><td>25%</td></tr><tr><td>Submitted Rates</td><td>25%</td></tr><tr><td>Resources &amp; Current Commitments</td><td>25%</td></tr><tr><td>Confirmation rates are fixed for 17/18</td><td>25%</td></tr></table> <p>That Council pursuant to Section 5.42 of the Local Government Act, 1995 delegate authority to the Chief Executive Officer to award the bitumen supply contract in accordance with the results of the tender evaluation process. (Absolute Majority)</p> <p>That the tender be called both as a whole contract and separate contracts to allow the market to be fully tested and give the opportunity for local contractors to tender for part of the work.</p>	Relevant Experience	25%	Submitted Rates	25%	Resources & Current Commitments	25%	Confirmation rates are fixed for 17/18	25%	Ongoing		November 2017
Relevant Experience	25%											
Submitted Rates	25%											
Resources & Current Commitments	25%											
Confirmation rates are fixed for 17/18	25%											

<b>CHIEF EXECUTIVE OFFICER - JOHN NUTTALL</b>				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
<b>2017/09-8 September 2017</b>	<ol style="list-style-type: none"> <li><b>1. The Chief Executive Officer and the Shire President attend and represent its best interests at the WALGA Zone Local Government Act Review meeting to be held on 28 September 2017; and</b></li> <li><b>2. The Chief Executive Officer prepare a report on the outcome of the meeting and present it to the next possible ordinary meeting of Council.</b></li> </ol>	<b>Complete</b>	<b>Report being considered in October agenda.</b>	
2017/07-4 July 2017	That Council, pursuant to section 58 Land Administration Act 1997 and clause 9 Land Administration Regulations 1998, endorse the closure of the section of Bencubbin-Kellerberrin Road as outlined in the sketch, and direct the Chief Executive Officer to request the Minister for Lands to take the necessary steps to permanently close that section of road.	Ongoing	A request has been sent to the Minister and awaiting their response.	February 2018
2017/07-3 July 2017	<p>That:</p> <ol style="list-style-type: none"> <li>Pursuant to Section 75 of the Planning and Development Act 2005, and following no submissions after advertisement, the Shire of Mt Marshall Planning Scheme No. 3 be amended by: <ol style="list-style-type: none"> <li>Modifying Table 1 – Zoning Table, to permit ‘Group Housing’ in a rural zone as a ‘D’ use; and</li> <li>Inserting provisions to outline conditions under which group housing may be approved in a rural zone.</li> </ol> </li> <li>required documentation be submitted to the WA Planning Commission for final approval.</li> </ol>	Ongoing	<p>Submitted documentation to the WA Planning Commission and await notification of completion.</p> <p><b>Further correspondence has been received from WAPC and response is being prepared.</b></p>	<b>November 2017</b>

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/06-5 June 2017	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. subject to Section 6.8 (1) (b), increase the budget for the Bencubbin Recreation Complex Redevelopment capital expenditure account (8548) by \$75,000, to make a total of \$2,675,000. (Absolute Majority)</li> <li>2. subject to Section 6.8 (1) (b), increase the income for the Bencubbin Recreation Complex Redevelopment by \$75,000, with that income being provided by the BCRC. That income is to be held in reserve as contingency monies and be used only for unforeseen and necessary works arising during the course of the building project. (Absolute Majority)</li> <li>3. agree that the amount of contingency required for the project be \$99,258.</li> <li>4. agree that any unused contingency money, up to the value of \$75,000, be returned to the BCRC at the end of the building project.</li> <li>5. agree that should savings to the verbal quote be achieved during final negotiations with Devlyn, the BCRC contingency payment be reduced accordingly to achieve the contingency amount of \$99,258.</li> </ol>	Ongoing	<p>Written quote received. Engineering drawings being prepared.</p> <p>Contract currently being prepared. Awaiting for notification of start date.</p> <p>Builders on site from 18 September. Works are due to be completed mid-June 2018.</p>	May 2018

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/04-10 April 2017	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Subject to funding being provided by Water Corporation for essential works as indicated in attachment 12.1.15a accept the offer from Water Corporation of the transfer of ownership from the Water Corporation to the Shire of Mt Marshall of the following AA Dams: <ul style="list-style-type: none"> <li>• Warkutting Tank</li> <li>• Gabbining Tank</li> <li>• Marindo Rocks</li> <li>• Beebeegnying Tank</li> <li>• Sand Soak Dam</li> </ul> </li> <li>2. Decline the offer from Water Corporation of the transfer of ownership from the Water Corporation to the Shire of Mt Marshall of the following AA Dams: <ul style="list-style-type: none"> <li>• Wiacubbing Dam</li> <li>• Gabbin Dam</li> <li>• Snake Soak Dam</li> </ul> </li> <li>3. Direct the Chief Executive Officer to communicate the above resolution to the Water Corporation, and make the necessary arrangements for the transfer of the assets into the control of the Shire of Mt Marshall</li> </ol>	Ongoing	<p>Correspondence sent to Water Corporation advising them of the resolution, and asking to enter discussions regarding funding.</p> <p>Water Corp have agreed to pay \$5,000 per tank. Transfer of assets is underway.</p>	<b>December 2017</b>

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/022 February 2017	<p>That:</p> <ol style="list-style-type: none"> <li>1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;</li> <li>2. A desktop review be undertaken on proposed infrastructure upgrades for Beacon and that a further report be made to Council with a view to implementing a 5 year development program for the town;</li> <li>3. That the Shire's Community Development Officer investigate and report on other local government models for the development and support of volunteers in both communities; and</li> <li>4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan</li> </ol>	Ongoing	<p>This will be a 'work in progress' for some time. Initial conversations have taken place with CDO. This will link to the SCP which will be adopted by the end of the financial year.</p> <p>The Strategic Community Plan is being presented to the August meeting, which is the starting point of the review.</p>	
2017/019 February 2017	That the Shire of Mt Marshall seek the freehold title of Reserves 22783 (43 Brown St, Bencubbin) and Reserve 23238 (16 Rowlands St, Beacon) to enable the freehold disposal of the land to the Central East Aged Care Alliance Inc for the purpose of "Aged Persons Accommodation".	Ongoing	<p>This matter is progressing, firstly through Housing Authority and then to Dept. of Lands</p> <p>Housing Authority has responded and the matter now sits with the Dept. Of Lands.</p>	<b>November 2017</b>



CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/016 February 2017	<p>That Council:-</p> <ol style="list-style-type: none"> <li>1. pursuant to Section 75 of the Planning and Development Act 2005, amend Shire of Mt Marshall Planning Scheme No.3 by: <i>(Please see Minutes for details)</i></li> <li>2. resolves, pursuant to the Regulation 35(2) of the Planning and Development (Local Planning Schemes) Regulations 2015 (the Regulations), that Amendment 2 is a basic amendment in accordance with r.34(c) of the Regulations as it proposes to amend the Scheme text to delete provisions that have been superseded by the deemed provisions in Schedule 2 of the Regulations;</li> <li>3. authorise Shire officers to prepare the scheme amendment documentation;</li> <li>4. authorise the affixing of the common seal to and endorse the signing of the amendment documentation;</li> <li>5. pursuant to Section 81 of the Planning and Development Act 2005, refers Amendment 2 to the Environmental Protection Authority; and</li> <li>6. pursuant to r.58 of the Regulations, provides Amendment 2 to the Western Australian Planning Commission.</li> </ol>	Ongoing	<p>Required documents have been prepared and sent to the EPA. When they are returned they will be sent to Dept. of Planning as required. Advertising will be arranged.</p> <p>Both the EPA and WPC have responded and the matter is ongoing.</p> <p>Finalised documentation has been sent to the WA Planning Commission.</p> <p>Awaiting approval from the WA Planning Commission.</p>	<b>November 2017</b>

CHIEF EXECUTIVE OFFICER - JOHN NUTTALL				
REF	DECISION		STATUS	COMMENT
2016/120 Aug 2016	3.	The Shire of Mt Marshall enter into a legal agreement with the Bencubbin Community Recreation Council for the repayment of the self-supporting loan of \$250,000.	<b>Ongoing</b>	<p>Draft agreement received from McLeods. Needs amending to suit local circumstances pending award of construction contract.</p> <p>Draft annotated and served on BCRC for comment.</p> <p>Following up the draft agreement with the BCRC.</p> <p><b>Negotiations ongoing with the BCRC.</b></p>
				<b>November 2017</b>

ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/104 July 2016	That Council endorse, in accordance with section 3.12 of <i>Local Government Act 1995</i> , the giving of 42 days state wide public notice of intention to make the <i>Shire of Mt Marshall Health Amendment Local Law 2016</i> .	Stalled	Needs serious reworking  Await new EHO commencing to deal with this issue	July 2017

# ENVIRONMENTAL HEALTH OFFICER - PETER TOBOSS

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2011/197 December 2011	<p>That Council:</p> <ol style="list-style-type: none"> <li>1. Proceed with legal action for failing to comply with the Notice served under the Health Act 1911 Part V Dwellings Division 1 Houses unfit for occupation Sec. 139 served to Mrs GM Trainor by registered post on the 14/10/2009.</li> <li>2. That the dwelling located on Lot 10 Hammond Street Gabbin being of brick veneer, suspended timber floors and timber framed roof with clay tiles be declared condemned and that the dwelling is to be demolished and that a notice to that effect be issued with immediate effect and that the Land is to be cleaned up after removal of the dwelling pursuant to Health Act 1911 Part V Dwellings Division 1 Houses unfit for occupation Sec. 138 and that the demolition be completed within 82 days.</li> <li>3. After 82 days from the serving of the demolition notice that the principal Environmental Health Officer/Building Surveyor inspect Lot 10 Hammond Street Gabbin to determine compliance with the demolition notice.</li> </ol>	To be reviewed	<p>Scoping document for McLeods to be written and submitted for legal opinion/advice to proceed or not.</p> <p>Letter received from Trainors builder asking for info about what required for a building permit. Inspection of dwelling imminent.</p> <p>Building license issued for renovations, Works progressing.</p> <p>At completion of 2 years from date issue of license will investigate if suitable progress has been made BL issued 30/3/2012 and will expire on the 30/3/2014</p> <p>Will investigate works undertaken at expiry of BL and review.</p> <p>Oct 2014 - Inspection done, unable to track down builder for a report of works completed. Letter sent to owners of house requesting update of progress and intent for house. Continued over page</p>	<p>Be reviewed early April (expiry of BL) Onsite inspection planned 17 June 2014 to determine extent of works, letter to be written to Builder &amp; owners to say this will occur.</p>

ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2011/197 December 2011 (continued)		Ongoing	House inspected on 10/8/2016 – House is in need of repairs. Owner has advised that the Shire withdrew its order to demolish after an appeal was lodged with the State Administrative Tribunal. The owner will be undertaking repairs in the next few weeks.  Await new EHO commencing to deal with this issue	

ENVIRONMENTAL HEALTH OFFICER – PETER TOBOSS				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2009/081 April 2009	That the dwelling located on Lot 94, Lindsay St, Beacon being of weather board walls over wooden stud frames, suspended timber floors and timber framed iron clad roof be declared unfit for human habitation from immediate effect of date of notification and also the Council place a work order on the said dwelling to bring the dwelling up to a standard deemed by the Environmental Health Officer/Building Surveyor to be compliant with the Health Act 1911, Shire of Mt Marshall Health Local Laws 2007 and Local Government (Miscellaneous Provisions) 1960 and that a period of time being 90 days of notification of dwelling unfit for habitation to be allowed to do such works and in the event of works not commenced to bring the dwelling to the said standard that a demolition order be placed on the said dwelling.	Ongoing	<p>Works inspected by EHO/BS and are acceptable. House Unfit for habitation to stay in effect until rear plumbing is confirmed done. Discussions with Ruth DeJong said they were keen to fix plumbing so they could get workers into the house BUT were out on jobs Statewide. Works ongoing when workhands available.</p> <p>House inspected on 10/08/2016. The house remains unfit for habitation by the owner's workers. The owner has been informed that the house needs to be made good before the order can be lifted and used for habitation.</p> <p>Await new EHO commencing to deal with this issue</p>	Ongoing.

FINANCE & ADMINISTRATION MANAGER – TANIKA MCLENNAN				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/09-21 September 2017	That Mr Ian Evans be advised that legal fees of \$833.10 against Assessment 6354 will not be written off.	Complete		
2016/172 November 2016	<p>That:</p> <ol style="list-style-type: none"> <li>1) In accordance with section 6.71 of the Local Government Act 1995, ownership of Lots 45 and 46 Rowlands Street, Beacon (A6870 and A6871) be transferred to the Shire of Mt Marshall;</li> <li>2) In accordance with section 6.8 of the Local Government Act 1995, expenditure of \$1,300.02 be approved to settle outstanding water rates on Lots 45 and 46 Rowlands Street, Beacon; and</li> <li>3) In accordance with section 6.12 of the Local Government Act 1995, the following rates be written off: <ul style="list-style-type: none"> <li>A6870 \$7,867.50</li> <li>A6871 \$7,867.50</li> </ul> </li> </ol>		<p>Transfer lodged, awaiting notification of completion.</p> <p>Document rejected for want of the Common Seal. Awaiting its return to affix Common Seal.</p> <p>Document resubmitted, awaiting confirmation of transfer</p> <p>Landgate advised that documents were still progressing through their legal team and could not give an estimated completion time.</p>	<p>Complete</p> <p>Complete</p> <p>September 2017</p>

REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/05-18 May 2017	That:			
	1. Council resolve not to proceed with the Extractive Industries Local Law.	Completed		
	2. The Chief Executive Officer be directed to draw up and present to Council an Extractive Industries Local Planning Policy.	Current	Staff are in the process of drafting a policy	November 2017
2016/178 November 2016	That:			
	1. an application be submitted to Main Roads WA to have Medlin Street, Calderwood Drive, Lindsay Street, Shemeld Street and Hamilton Street Beacon added to the RAV Network 4 and RAV Network 7; and	Ongoing	<b>Advice from MRDWA is that the application was not successful. Reason given was that “MRD will not be adding RAV ACCESS at this point in time due to the regions Network Strategy”</b>	October 2017
	2. an application be submitted to Main Roads WA seeking permission to install Give Way signs at the East end of Calderwood Drive, Beacon and the West end of the Beacon Grain Bin Road.	Ongoing	Application to be submitted.	November 2017



REGULATORY OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/155 Oct 2016 Continued	h) Consent is given to the Department of Fire and Emergency Services to issue identity cards to Mt Marshall Fire Brigade members.	Ongoing	DFES require all volunteers to submit a photo, waiting for harvest and holidays to be completed before following up	February 2018
2016/110 July 2016	<p>That Council endorse the recommendation of the Wheatbelt North East Sub Regional Road Group in relation to the Wheatbelt Freight Plan as follows:</p> <p>That:</p> <p>a) The following “Collector” Routes within the WNE SRRG road network:</p> <ol style="list-style-type: none"> <li>1 Wyalkatchem to Southern Cross Route</li> <li>2 Cunderdin to Wyalkatchem Route</li> <li>3 Wongan Hills to Koorda Route</li> <li>4 Hines Hill to Burakin Route</li> <li>5 Kulja to Dalwallinu Route</li> <li>6 Kellerberrin to Beacon Route</li> <li>7 Warralakin to Burracoppin Route</li> <li>8 Bruce Rock to Moorine Rock Route</li> </ol> <p>be endorsed as our Wheatbelt Freight Plan routes.</p> <p>b) All of the 2030 roads within these eight (8) WFP “collector” routes be allocated a single RAV access level of Network 7.</p> <p>c) All of the 2030 roads within these eight (8) WFP “collector” routes be allocated an AMMS level of 2, except for the Mukinbudin / Wialki Rd within the Shire of Mukinbudin from SLK 0.0 – 25.00 (Mukinbudin – Bonnie Rock Rd intersection), which is to be kept at its current level 3.</p>	Ongoing	Awaiting confirmation that the Wheatbelt Freight Plan has been adopted.	December 2017

ENGINEERING ADMINISTRATION OFFICER – JACK WALKER				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2008/083 April 2008	<p>That the Shire of Mt Marshall Local Law Relating to Dogs be amended as follows:</p> <p>15    2)    Remove (e) Beacon Recreation Reserve No 36172</p> <p>15    (2)    Remove (f) Bencubbin Recreation Reserve No 21535</p> <p>15    (2)    Amend (g) to be denoted (e)</p> <p>Insert 15 (3) Fouling of Streets and Public Places</p> <p>Any person liable for the control of a dog as defined in Section 3(1) of the Act, who permits the dog to excrete on any street or public place or on any land within the District without the consent of the occupier commits an offence unless the excreta is removed forthwith and disposed of either on private land with the consent of the occupier or in such other manner as the local government may approve.</p> <p>16    (2)    Remove (a) All freehold land owned by the Shire of Mt Marshall.</p> <p>16    (2)    Remove (b) All reserves owned by the Shire of Mt Marshall or under the care control and management of the Shire.</p> <p>Insert 16 (2) (a) Beacon Recreation Reserve No 36172 (outside the fenced oval area) providing there are no organised activities upon this reserve.</p> <p>Insert 16 (2) (b) Bencubbin Recreation Reserve No 29824.</p>	Ongoing	Proposed changes to be advertised.	September 2009

<b>EXECUTIVE ASSISTANT – NADINE RICHMOND</b>				
REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
<b>2017/09-10 September 2017</b>	<b>That subject to S5.4 (b) of the Local Government Act 1995, the Ordinary Council Meeting for October be changed from 17 October 2017 to 24 October 2017.</b>	<b>Complete</b>	<b>Advertising has taken place</b>	
<b>2017/09-6 September 2017</b>	<b>That, subject to s5.103 Local Government Act 1995, Council adopt the amended Code of Conduct, as presented in Attachment 12.1.32</b>	<b>Complete</b>	<b>Copies now available in the libraries and on the Shire website</b>	
2016/122 Aug 2016	That Council authorise the President and Acting CEO to apply the Shire of Mt Marshall common seal in accordance with the Local Government Act 1995, Section 9:49A (3) to the Shire of Mt Marshall Health Amendment Local Law 2016.			

## COMMUNITY DEVELOPMENT OFFICER – SALLY MORGAN

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2017/022 February 2017	<p>That:</p> <ol style="list-style-type: none"> <li>1. Council Acknowledge an historic equity imbalance in the provision of facilities between the towns of Beacon and Bencubbin;</li> <li>2. A desktop review be undertaken on proposed infrastructure upgrades for Beacon and that a further report be made to Council with a view to implementing a 5 year development program for the town;</li> <li>3. That the Shire's Community Development Officer investigate and report on other local government models for the development and support of volunteers in both communities; and</li> <li>4. That any agreed infrastructure development program and volunteer support program be incorporated into the Shire's Community Strategic Plan</li> </ol>	Ongoing	CDO liaising with Volunteers WA Wheatbelt Hub to source information that will assist with the development of the report.	

## COMMUNITY DEVELOPMENT OFFICER – SALLY MORGAN

REF	DECISION	STATUS	COMMENT	ESTIMATED COMPLETION
2016/190 December 2016	<p>That:</p> <ol style="list-style-type: none"> <li>1. the Shire of Mt Marshall engage a consultant to undertake a Needs Assessment &amp; Feasibility Study for a new Mt Marshall Aquatic Centre based on the methodology and deliverables outlined in the Needs Assessment &amp; Feasibility Study Criteria; and</li> <li>2. for the purposes of the study, the site for any new aquatic facility be confined to the Beacon Recreation Complex site, the Bencubbin Recreation Complex site and the current aquatic centre site.</li> </ol>	Current	<p>CDO acquired quotes from consultants to undertake this work. ABV Leisure Consultants to undertake the project. ABV currently reviewing Shires strategic documents and pool history.</p> <p><b>Survey and public consultation complete. Draft Needs Assessment presented in September, provided to Council to review. ABV are now working on the Feasibility Study &amp; will consult with Gresley Abas throughout the process. Awaiting timeline for when we can expect this to be complete.</b></p>	



## **Shire of Mt Marshall**

### **Monthly Statement of Financial Activity**

**For the Period 1 July 2017 to 30 September 2017**

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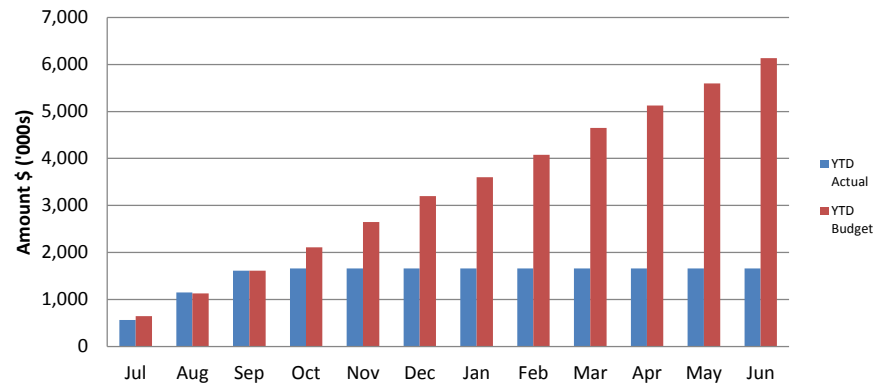
**Shire of Mt Marshall**  
**Statement of Financial Activity**  
**For the period 1 July 2017 to 30 September 2017**

		Actual YTD 2017/2018	Budget YTD 2017/2018	Original Full Year Budget 2017/2018	Variance Budget to Actual YTD	
	NOTE				%	\$
<b>Operating Revenue</b>						
Governance		14,363	3,840	28,399	274%	10,523
General Purpose Funding		324,770	354,724	1,322,909	(8%)	(29,953)
Law, Order & Public Safety		314,393	3,356	13,443	9268%	311,037
Health		53,461	32,700	130,800	63%	20,761
Education & Welfare		33,719	30,172	81,101	12%	3,548
Housing		37,404	42,699	170,820	(12%)	(5,295)
Community Amenities		104,926	103,894	139,899	1%	1,032
Recreation & Culture		3,601	8,505	1,051,449	(58%)	(4,904)
Transport		362,578	339,575	2,006,528	7%	23,003
Economic Services		46,814	47,775	221,935	(2%)	(961)
Other Property & Services		32,485	19,896	74,600	63%	12,589
		<b>1,328,514</b>	<b>987,135</b>	<b>5,241,882</b>		
<b>Operating Expenses</b>						
Governance		(133,343)	(179,570)	(431,176)	(26%)	46,227
General Purpose Funding		(15,855)	(17,340)	(69,371)	(9%)	1,485
Law, Order & Public Safety		(83,257)	(32,438)	(112,080)	157%	(50,819)
Health		(45,579)	(81,892)	(267,025)	(44%)	36,313
Education & Welfare		(59,690)	(61,259)	(243,435)	(3%)	1,569
Housing		(175,883)	(117,424)	(541,937)	50%	(58,459)
Community Amenities		(67,032)	(64,498)	(257,623)	4%	(2,534)
Recreation & Culture		(214,383)	(189,089)	(849,490)	13%	(25,294)
Transport		(658,741)	(698,079)	(2,771,956)	(6%)	39,338
Economic Services		(110,587)	(141,963)	(562,388)	(22%)	31,376
Other Property & Services		(49,038)	(26,700)	(24,981)	84%	(22,338)
		<b>(1,613,387)</b>	<b>(1,610,252)</b>	<b>(6,131,463)</b>		
<b>Adjustments for Non-Cash (Revenue) and Expenditure</b>						
(Profit)/Loss on Asset Disposals	2	34,576	60,000	60,000		
Employee benefit Provisions Cash Backed		577	4	4		
Depreciation on Assets		609,821	568,140	2,272,558		
<b>Capital Revenue and (Expenditure)</b>						
Purchase Property Plant & Equipment	1	(535,081)	(280,960)	(3,230,361)		
Purchase Infrastructure Assets	1	(201,934)	(394,186)	(2,679,978)		
Repayment of Debenture	3	(2,673)	(106,412)	(106,412)		
Proceeds from New Debenture	3	0	0	0		
Self-Supporting Loan Principal Income		2,673	19,407	19,407		
Proceeds from Disposal of Assets	2	16,364	260,000	260,000		
<b>Reserves and Restricted Funds</b>						
Transfers to Reserves	4	(21,757)	(486,659)	(486,659)		
Transfers from Reserves	4	0	1,633,127	1,633,127		
ADD Net Current Assets July 1 B/Fwd.	5	1,788,610	1,787,900	1,787,900		
LESS Net Current Assets Year to Date	5	(2,727,439)	(3,797,238)	0		
<b>Amount Raised from Rates</b>	<b>6</b>	<b>(1,321,136)</b>	<b>(1,359,995)</b>	<b>(1,359,995)</b>		

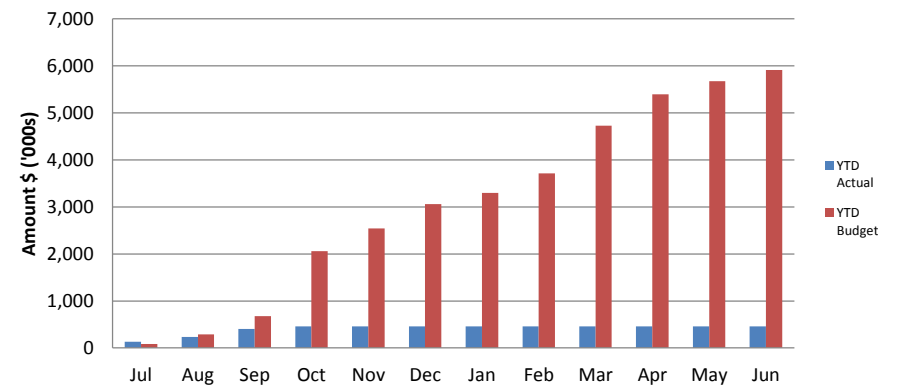
## Shire of Mt Marshall

For the period 1 July 2017 to 30 September 2017

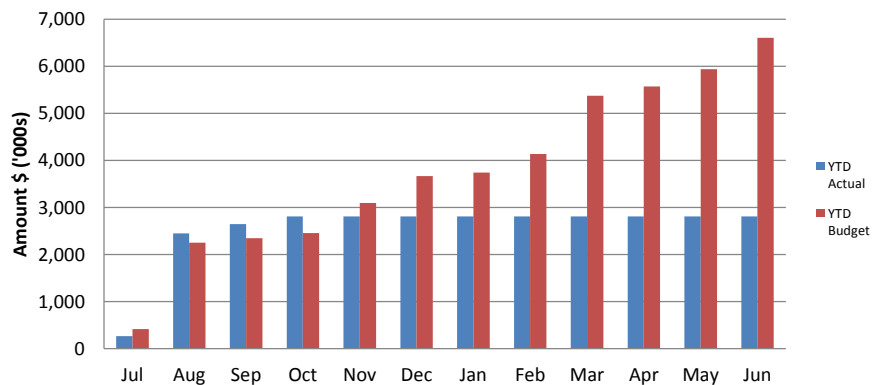
### Operating Expenditure



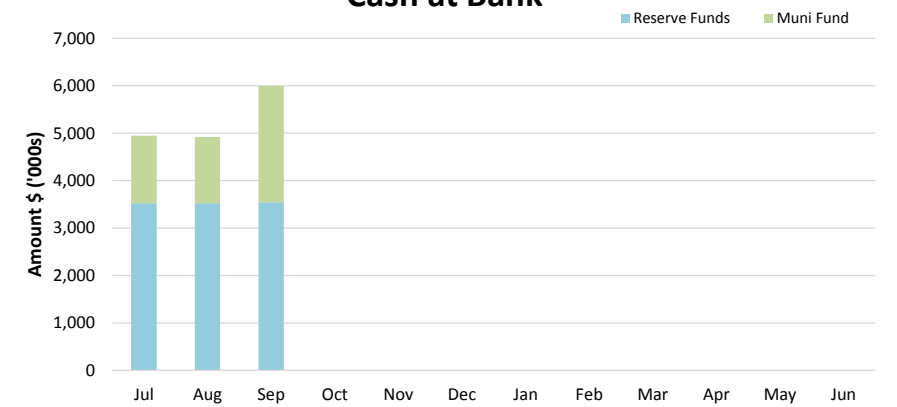
### Capital Works & Equipment Purchases



### Operating Income



### Cash at Bank





# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

	2017/18 Adopted Budget \$	30-Sep-17 Actual \$	30-Sep-17 Budget YDT \$
<b>1. ACQUISITION OF ASSETS</b>			
The following assets have been acquired during the period under review:			
<b><u>By Program</u></b>			
<b>Governance</b>			
<i>Administration General</i>			
Purchase Vehicle - Admin	85,000	0	0
<b>Law Order &amp; Public Safety</b>			
<i>Fire Vehicles</i>			
Isuzu FSS600 Fire Tender	0	330,521	0
<b>Health</b>			
<i>NEW Health Vehicles</i>			
New Health Purchase Of Motor Vehicle	25,000	37,301	0
<b>Education &amp; Welfare</b>			
<i>Aged &amp; Disabled Welfare</i>			
Purchase Land & Buildings - Welfare Aged	81,600	81,600	81,600
Land & Buildings - Other Welfare	0	0	0
<b>Community Amenities</b>			
<i>Protection of the Environment</i>			
Land & Buildings - Community Amenities	5,000	0	0
<i>Other Community Ammenities</i>			
Beacon And Bencubbin Water Collection	57,750	12,572	14,436
Purchase Of Plant	12,000	0	0
<b>Recreation and Culture</b>			
<i>Sporting Facilities</i>			
Land & Buildings - Sporting Facilities	15,000	2,873	15,000
Infrastructure Other Purchases	30,000	0	0
Land & Buildings - Bencubbin Recreation	2,447,761	82,786	87,360
<b>Transport</b>			
<i>Construction - Roads, Bridges, Depots</i>			
Roads To Recovery Road Works	918,567	40,689	260,600
State Road Projects Grant	1,163,861	148,672	119,150
Municipal Road Construction	89,800	0	0
Footpath Construction	20,000	0	0
<i>Road Plant Purchases</i>			
Plant Purchases	440,000	0	0
Motor Vehicle Purchases	97,000	0	97,000
<i>Airstrips</i>			
Beacon Airstrip Upgrade	400,000	0	0
<b>Economic Services</b>			
<i>Tourism &amp; Area Promotion</i>			
Purchase Land And Buildings	22,000	0	0
<i>Other Economic Services</i>			

Infrastructure Other

0	0	0
<u>5,910,339</u>	<u>737,014</u>	<u>675,146</u>

## Shire of Mt Marshall

### Notes to and forming part of the Statement of Financial Activity

**For the Period 1 July 2017 to 30 September 2017**

1. ACQUISITION OF ASSETS (Continued)	2017/18 Adopted Budget \$	30-Sep-17 Actual \$	30-Sep-17 Budget YDT \$
The following assets have been acquired during the period under review:			
<b><u>By Class</u></b>			
Land Held for Resale - Current	0	0	0
Land Held for Resale - Non Current	0	0	0
Land	0	0	0
Land & Buildings	2,571,361	167,259	183,960
Furniture & Equipment	0	0	0
Motor Vehicles	207,000	37,301	97,000
Plant & Equipment	452,000	330,521	0
Infrastructure - Roads	2,172,228	189,361	379,750
Infrastructure - Footpaths	20,000	0	0
Infrastructure - Ovals & Parks	0	0	0
Infrastructure - Other	487,750	12,572	14,436
	<u>5,910,339</u>	<u>737,014</u>	<u>675,146</u>

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

### 2. DISPOSALS OF ASSETS

The following assets have been disposed of during the period under review:

<u>By Program</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2017/18 Budget \$	September 2017 Actual \$	2017/18 Budget \$	September 2017 Actual \$	2017/18 Budget \$	September 2017 Actual \$
<b>Administration</b>						
Admin Vehicle	47,000	0	60,000	0	13,000	0
<b>Law Order &amp; Public Safety</b>						
1998 Hino Fire Appliance	0	50,939	0	16,364	0	(34,576)
<b>Health</b>						
NEW Health Vehicles	0	0	60,000	0	60,000	0
<b>Housing</b>						
Lot 158 Brown St, Bencubbin	105,000	0	20,000	0	(85,000)	0
<b>Transport</b>						
Grader	110,000	0	70,000	0.00	(40,000)	0
UD Nissan 5 Tonne Mtc	22,000	0	20,000	0.00	(2,000)	0
Utility - MM276	13,000	0	10,000	0.00	(3,000)	0
Utility - MM136	13,000	0	10,000	0	(3,000)	0
Utility - MM170	10,000	0	10,000	0.00	0	0
	320,000	50,939	260,000	16,364	(60,000)	(34,576)

<u>By Class of Asset</u>	Written Down Value		Sale Proceeds		Profit(Loss)	
	2017/18 Budget \$	September 2017 Actual \$	2017/18 Budget \$	September 2017 Actual \$	2017/18 Budget \$	September 2017 Actual \$
Motor Vehicles	69,000	50,939.48	80,000	16,363.64	11,000	(34,576)
Land & Buildings	105,000	0.00	20,000	0.00	(85,000)	0
Plant & Equipment	123,000	0.00	80,000	0.00	(43,000)	0
	297,000	50,939	180,000	16,364	(117,000)	(34,576)

### Summary

Profit on Asset Disposals  
Loss on Asset Disposals

2017/18 Adopted Budget \$	September 2017 Actual \$
73,000	0
(133,000)	(34,576)
(60,000)	(34,576)

## Shire of Mt Marshall

### Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

#### 3. INFORMATION ON BORROWINGS

##### (a) Debenture Repayments

Particulars	Principal 1-Jul-17	New Loans		Principal Repayments		Principal Outstanding		Interest Repayments	
		2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$	2017/18 Budget \$	2017/18 Actual \$
<b>General Purpose Funding</b>									
Loan 119 - Benny Mart *	29,831	0	0	10,913	2,673	18,918	27,158	797	243
<b>Housing</b>									
Loan 118 - Staff Housing	114,773	0	0	55,613	0	59,160	114,773	6,348	(118)
<b>Recreation &amp; Culture</b>									
Loan 120 - Bencubbin Rec Complex Shire	432,600	0	0	14,699	0	417,901	0	16,515	(2,920)
Loan 121 - Bencubbin Rec SAR	491,300	0	0	16,693	0	474,607	0	18,756	(3,317)
Loan 122 - Bencubbin Rec Complex CRC*	250,000	0	0	8,494	0	241,506	0	9,544	(1,688)
<i>(Anticipated Lending Dates 2017/18)</i>									
	1,318,504	0	0	106,412	2,673	1,212,092	141,931	51,960	(7,800)

(\*) Self supporting loan financed by payments from third parties.

All other loan repayments were financed by general purpose revenue.

##### (b) New Debentures - 2016/17

Council is currently negotiating new debentures in relation to the Bencubbin Recreation Complex Redevelopment as above.

It is anticipated that the new debentures will be taken out in the 2017/18 financial year and no repayments will be made during the current financial year.

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

	2017/18 Adopted Budget \$	September 2017 Actual \$
<b>4. CASH BACKED RESERVES</b>		
<b>(a) Plant Replacement Reserve</b>		
Opening Balance	423,392	423,392
Amount Set Aside / Transfer to Reserve	10,585	2,615
Amount Used / Transfer from Reserve	(73,000)	0
	<u>360,977</u>	<u>426,007</u>
<b>(b) Aged Care Units Reserve</b>		
Opening Balance	169,020	169,020
Amount Set Aside / Transfer to Reserve	4,225	1,044
Amount Used / Transfer from Reserve	(81,600)	0
	<u>91,645</u>	<u>170,064</u>
<b>(c) Community Housing Reserve</b>		
Opening Balance	39,103	39,103
Amount Set Aside / Transfer to Reserve	0	242
Amount Used / Transfer from Reserve	(39,103)	0
	<u>0</u>	<u>39,345</u>
<b>(d) Council Staff Housing Reserve</b>		
Opening Balance	33,500	33,500
Amount Set Aside / Transfer to Reserve	214,941	207
Amount Used / Transfer from Reserve	0	0
	<u>248,441</u>	<u>33,707</u>
<b>(e) Employee Entitlements Reserve</b>		
Opening Balance	93,414	93,414
Amount Set Aside / Transfer to Reserve	2,335	577
Amount Used / Transfer from Reserve	0	0
	<u>95,749</u>	<u>93,991</u>
<b>(f) Public Amenities &amp; Buildings Reserve</b>		
Opening Balance	552,005	552,007
Amount Set Aside / Transfer to Reserve	13,800	3,409
Amount Used / Transfer from Reserve	(308,700)	0
	<u>257,105</u>	<u>555,416</u>
<b>(g) Bencubbin Aquatic Centre Development Reserve</b>		
Opening Balance	868,179	868,179
Amount Set Aside / Transfer to Reserve	71,704	5,361
Amount Used / Transfer from Reserve	0	0
	<u>939,883</u>	<u>873,540</u>
<b>(h) Community Bus Reserve</b>		
Opening Balance	115,072	115,072
Amount Set Aside / Transfer to Reserve	2,877	711
Amount Used / Transfer from Reserve	0	0
	<u>117,949</u>	<u>115,783</u>

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

	2017/18 Adopted Budget \$	September 2017 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>(i) Bencubbin Recreation Complex Reserve</b>		
Opening Balance	1,138,653	1,138,653
Amount Set Aside / Transfer to Reserve	28,466	7,032
Amount Used / Transfer from Reserve	(1,128,847)	0
	<u>38,272</u>	<u>1,145,685</u>
<b>(j) Office Equipment Reserve</b>		
Opening Balance	15,941	15,941
Amount Set Aside / Transfer to Reserve	399	98
Amount Used / Transfer from Reserve	0	0
	<u>16,340</u>	<u>16,039</u>
<b>(k) Economic Development Reserve</b>		
Opening Balance	4,250	4,250
Amount Set Aside / Transfer to Reserve	70,106	26
Amount Used / Transfer from Reserve	0	0
	<u>74,356</u>	<u>4,276</u>
<b>(l) Integrated Planning/Financial Reporting Reserve</b>		
Opening Balance	1,878	1,878
Amount Set Aside / Transfer to Reserve	0	11
Amount Used / Transfer from Reserve	(1,878)	0
	<u>0</u>	<u>1,889</u>
<b>(m) Beacon Accommodation Reserve</b>		
Opening Balance	68,834	68,834
Amount Set Aside / Transfer to Reserve	51,721	424
Amount Used / Transfer from Reserve	0	0
	<u>120,555</u>	<u>69,258</u>
<b>(n) Medical Enhancement Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	7,500	0
Amount Used / Transfer from Reserve	0	0
	<u>7,500</u>	<u>0</u>
<b>(o) Bencubbin Community Resource Centre Reserve</b>		
Opening Balance	0	0
Amount Set Aside / Transfer to Reserve	8,000	0
Amount Used / Transfer from Reserve	0	0
	<u>8,000</u>	<u>0</u>
<b>Total Cash Backed Reserves</b>	<u><u>2,376,772</u></u>	<u><u>3,545,000</u></u>

All of the above reserve accounts are to be supported by money held in financial institutions.

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

	2017/18 Adopted Budget \$	September 2017 Actual \$
<b>4. RESERVES (Continued)</b>		
<b>Cash Backed Reserves (Continued)</b>		
<b>Summary of Transfers To Cash Backed Reserves</b>		
<b>Transfers to Reserves</b>		
Plant Replacement Reserve	10,585	2,615
Aged Care Units Reserve	4,225	1,044
Community Housing Reserve	0	242
Council Staff Housing Reserve	214,941	207
Employee Entitlements Reserve	2,335	577
Public Amenities & Buildings Reserve	13,800	3,409
Bencubbin Aquatic Centre Development Reser	71,704	5,361
Community Bus Reserve	2,877	711
Bencubbin Recreation Complex Reserve	28,466	7,032
Office Equipment Reserve	399	98
Economic Development Reserve	70,106	26
Integrated Planning/Financial Reporting Reserv	0	11
Beacon Accommodation Reserve	51,721	424
Medical Enhancement Reserve	7,500	0
Bencubbin Community Resource Centre Reser	8,000	0
	<b>486,659</b>	<b>21,757</b>
<b>Transfers from Reserves</b>		
Plant Replacement Reserve	(73,000)	0
Aged Care Units Reserve	(81,600)	0
Community Housing Reserve	(39,103)	0
Council Staff Housing Reserve	0	0
Employee Entitlements Reserve	0	0
Public Amenities & Buildings Reserve	(308,700)	0
Bencubbin Aquatic Centre Development Reser	0	0
Community Bus Reserve	0	0
Bencubbin Recreation Complex Reserve	(1,128,847)	0
Office Equipment Reserve	0	0
Economic Development Reserve	0	0
Integrated Planning/Financial Reporting Reserv	(1,877)	0
Beacon Accommodation Reserve	0	0
Medical Enhancement Reserve	0	0
Bencubbin Community Resource Centre Reser	0	0
	<b>(1,633,127)</b>	<b>0</b>
<b>Total Transfer to/(from) Reserves</b>	<b>(1,146,468)</b>	<b>21,757</b>



## Shire of Mt Marshall

### Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

#### 4. RESERVES (Continued)

In accordance with council resolutions in relation to each reserve account, the purpose for which the reserves are set aside are as follows:

**Plant Replacement Reserve**

- To fund the purchase of plant which exceeds Council's capitalisation threshold, so as to avoid undue heavy burden in a single year

**Aged Care Units Reserve**

- To fund capital works on existing Aged Care Units or construction of new Aged Care Units.

**Community Housing Reserve**

- To fund the future maintenance of Homeswest Joint Venture/Community Housing projects

**Council Staff Housing Reserve**

- To fund the replacement of staff housing and any major maintenance

**Employee Entitlement Reserve**

- To be used to fund Long Service Leave requirement / other accrued leave

**Public Amenities & Buildings**

- To help fund future building maintenance requirements to the shire's buildings.

**Bencubbin Aquatic Centre Development**

- To finance future capital and maintenance upgrades for the Bencubbin Aquatic Centre

**Community Bus Reserve**

- To finance the replacement of the community bus

**Bencubbin Recreation Complex**

- To provide funding for future extensions to the Bencubbin Complex

**Office Equipment**

- To replace office equipment as required

**Integrated Planning/Financial Reporting Reserve**

- To set aside funds for expenditure on Council's integrated planning process.

**Beacon Accommodation Reserve**

- To set aside funds for the provision of transient accommodation in Beacon.

**Economic Development Reserve**

- To set aside funds for Economic Development initiatives.

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

	2017/18 B/Fwd Per Approved Budget \$	2016/17 B/Fwd Per Financial Report \$	September 2017 Actual \$
<b>5. NET CURRENT ASSETS</b>			
<b>Composition of Estimated Net Current Asset Position</b>			
<b>CURRENT ASSETS</b>			
Cash - Unrestricted	2,448,039	2,448,039	2,538,781
Cash - Restricted Unspent Grants	0	0	0
Cash - Restricted Unspent Loans	0	0	0
Cash - Restricted Reserves	3,523,240	3,523,240	3,544,997
Rates Outstanding	129,874	129,874	414,415
Sundry Debtors	202,045	202,045	193,787
Provision for Doubtful Debts	(63,433)	(63,433)	(63,433)
Gst Receivable	(79)	79,237	135,463
Accrued Income/Payments In Advance	0	0	(1,269)
Loans - Clubs/Institutions	0	0	0
Inventories	21,963	21,963	8,469
	<u>6,261,649</u>	<u>6,340,965</u>	<u>6,771,210</u>
<b>LESS: CURRENT LIABILITIES</b>			
Sundry Creditors	(801,179)	(801,179)	(215,279)
Accrued Interest On Loans	(8,055)	(8,055)	0
Accrued Salaries & Wages	(4,823)	(4,823)	386
Income In Advance	0	0	0
Gst Payable	(1)	(79,317)	(121,430)
Payroll Creditors	(1,291)	(581)	(27,868)
Accrued Expenses	0	0	0
FBT Liability	0	0	0
Current Employee Benefits Provision	(228,574)	(228,574)	(228,574)
Current Loan Liability	(1)	(106,413)	(103,740)
	<u>(1,043,924)</u>	<u>(1,228,942)</u>	<u>(696,505)</u>
<b>NET CURRENT ASSET POSITION</b>	<b>5,217,725</b>	<b>5,112,023</b>	<b>6,074,705</b>
Less: Cash - Reserves - Restricted	(3,523,240)	(3,523,240)	(3,544,997)
Less: Cash - Unspent Grants - Restricted	0	0	0
Less: Current Loans- Clubs / Institutions	0	0	0
Add Back : Component of Leave Liability not Required to be Funded	93,414	93,414	93,991
Add Back : Current Loan Liability	1	106,413	103,740
Adjustment for Trust Transactions Within Muni	0	0	0
<b>ESTIMATED SURPLUS/(DEFICIENCY) C/FWD</b>	<u><b>1,787,900</b></u>	<u><b>1,788,610</b></u>	<u><b>2,727,439</b></u>

# Shire of Mt Marshall

## NOTES TO AND FORMING PART OF THE STATEMENT OF FINANCIAL ACTIVITY

For the Period 1 July 2017 to 30 September 2017

### 6. RATING INFORMATION

RATE TYPE	Rate in \$	Number of Properties	Rateable Value \$	2017/18 Rate Revenue \$	2017/18 Interim Rates \$	2017/18 Back Rates \$	2017/18 Total Revenue \$	2017/18 Budget \$
<b>General Rate</b>								
GRV	0.126380	310	765,707	96,770			96,770	96,770
UV	0.018321	131	69,319,494	1,270,002			1,270,002	1,270,002
Mining	0.018321	1	4,100	753			753	753
<b>Sub-Totals</b>		442	70,089,301	1,367,525	0	0	1,367,525	1,367,525
<b>Minimum Rates</b>	<b>Minimum \$</b>							
GRV	395	25	194,853	16,590			16,590	16,590
UV	395	42	53,998	9,875			9,875	9,875
Mining	395	12	10,593	4,740			4,740	4,740
<b>Sub-Totals</b>		54	64,591	14,615	0	0	31,205	31,205
Discounts							1,398,730	1,398,730
Rates Written off							(53,420)	(50,000)
<b>Total Amount of General Rates</b>							(1)	(200)
Movement in Excess Rates							1,345,310	1,348,530
Ex Gratia Rates							(24,176)	(3,536)
Specified Area Rates							0	15,000
<b>Total Rates</b>							28,262	28,262
							1,321,134	1,388,256

All land except exempt land in the Shire of Mt Marshall is rated according to its Gross Rental Value (GRV) in townsites or Unimproved Value (UV) in the remainder of the Shire.

The general rates detailed above have been determined by Council on the basis of raising the revenue required to meet the deficiency between the total estimated expenditure proposed in the budget and the estimated revenue to be received from all sources other than rates and also bearing considering the extent of any increase in rating over the level adopted in the previous year.

The minimum rates have been determined by Council on the basis that all ratepayers must make a reasonable contribution to the cost of the Local Government services/facilities.

## Shire of Mt Marshall

### Notes to and forming part of the Statement of Financial Activity

**For the Period 1 July 2017 to 30 September 2017**

#### 7. TRUST FUNDS

Funds held at balance date over which the Municipality has no control and which are not included in this statement are as follows:

Detail	Balance 01-Jul-17 \$	Amounts Received \$	Amounts Paid (\$)	September 2017 Balance \$
Police Licensing	36,024	26,057	(60,758)	1,323
Aged Care Beautification	829	0	0	829
Unclaimed Monies	59	0	0	59
Nomination Deposits	0	560	0	560
Prepaid Rates	0	0	0	0
Tree Planting Nursery	1,000	0	0	1,000
Sundry Creditors	0	0	0	0
Housing Bonds	9,580	1,060	(340)	10,300
Staff Social Club	4,280	0	(1,578)	2,702
Newroc Advance Account	0	0	0	0
Portable Toilet Bonds	0	0	0	0
Deposit on Land	1,000	0	0	1,000
Emergency Services Levy	0	0	0	0
Building Levy	0	0	0	0
Mt Marshall LCDC	0	0	0	0
Benc - Beacon Tourist Committee	0	0	0	0
Rehabilitation Bonds	5,000	0	0	5,000
	<u>57,772</u>	<u>27,677</u>	<u>(62,676)</u>	<u>22,773</u>

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

### 8. OPERATING STATEMENT

	September 2017 Actual \$	2017/18 Adopted Budget \$	2016/17 Actual \$
<b>OPERATING REVENUES</b>			
Governance	14,363	28,399	49,490
General Purpose Funding	1,645,905	2,682,903	4,836,924
Law, Order, Public Safety	314,393	13,443	742,593
Health	53,461	130,800	0
Education and Welfare	33,719	81,101	80,434
Housing	37,404	170,820	172,430
Community Amenities	104,926	139,899	134,683
Recreation and Culture	3,601	1,051,449	60,894
Transport	362,578	2,006,528	1,659,802
Economic Services	46,814	221,935	201,433
Other Property and Services	32,485	74,600	56,581
<b>TOTAL OPERATING REVENUE</b>	<b>2,649,649</b>	<b>6,601,876</b>	<b>7,995,265</b>
<b>OPERATING EXPENSES</b>			
Governance	133,343	431,176	357,127
General Purpose Funding	15,855	69,371	54,794
Law, Order, Public Safety	83,257	112,080	132,004
Health	45,579	267,025	146,457
Education and Welfare	59,690	243,435	219,609
Housing	175,883	541,937	389,369
Community Amenities	67,032	257,623	249,870
Recreation & Culture	214,383	849,490	869,037
Transport	658,740	2,771,956	2,793,297
Economic Services	110,587	562,388	375,237
Other Property and Services	49,038	24,981	18,976
<b>TOTAL OPERATING EXPENSE</b>	<b>1,613,387</b>	<b>6,131,463</b>	<b>5,605,777</b>
<b>CHANGE IN NET ASSETS RESULTING FROM OPERATIONS</b>	<b>1,036,262</b>	<b>470,413</b>	<b>2,389,487</b>

# Shire of Mt Marshall

## Notes to and forming part of the Statement of Financial Activity

For the Period 1 July 2017 to 30 September 2017

### 9. BALANCE SHEET

	September 2017 Actual \$	2016/17 Actual \$
<b>CURRENT ASSETS</b>		
Cash and Cash Equivalents	6,083,778	5,971,279
Trade and Other Receivables	684,060	355,493
Inventories	8,469	21,963
<b>TOTAL CURRENT ASSETS</b>	<b>6,776,307</b>	<b>6,348,735</b>
<b>NON-CURRENT ASSETS</b>		
Other Receivables	10,083	10,083
Inventories	0	0
Property, Plant and Equipment	17,151,022	16,809,831
Infrastructure	90,887,871	91,152,808
Work in Progress	0	0
<b>TOTAL NON-CURRENT ASSETS</b>	<b>108,048,976</b>	<b>107,972,722</b>
<b>TOTAL ASSETS</b>	<b>114,825,283</b>	<b>114,321,457</b>
<b>CURRENT LIABILITIES</b>		
Trade and Other Payables	364,192	893,954
Long Term Borrowings	103,740	106,413
Provisions	228,574	228,574
<b>TOTAL CURRENT LIABILITIES</b>	<b>696,506</b>	<b>1,228,941</b>
<b>NON-CURRENT LIABILITIES</b>		
Trade and Other Payables	0	0
Long Term Borrowings	1,201,759	1,201,759
Provisions	17,382	17,382
<b>TOTAL NON-CURRENT LIABILITIES</b>	<b>1,219,141</b>	<b>1,219,141</b>
<b>TOTAL LIABILITIES</b>	<b>1,915,647</b>	<b>2,448,082</b>
<b>NET ASSETS</b>	<b>112,909,636</b>	<b>111,873,375</b>
<b>EQUITY</b>		
Trust Imbalance	0	0
Retained Surplus	79,298,728	78,284,224
Reserves - Cash Backed	3,544,997	3,523,240
Revaluation Surplus	30,065,911	30,065,911
<b>TOTAL EQUITY</b>	<b>112,909,636</b>	<b>111,873,375</b>

## Shire of Mt Marshall

For the Period 1 July 2017 to 30 September 2017

### Report on Significant Variances (greater than 10% and \$5,000)

#### Purpose

The purpose of the Monthly Variance Report is to highlight circumstances where there is a major variance from the YTD Monthly Budget and YTD Actual figures. These variances can occur because of a change in timing of the activity, circumstances change (e.g. grants were budgeted for but not received) or changes to the original budget projections. The Report is designed to highlight these issues and explain the reason for the variance.

#### The Materiality variances adopted by Council are:

Actual Variance to YTD Budget up to 5%:	Don't Report
Actual Variance exceeding 10% of YTD Budget	Use Management Discretion
Actual Variance exceeding 10% of YTD Budget and a value greater than \$5,000:	Must Report

**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2017 to 30 September 2017**

	30 September 2017 YTD Actual \$	YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
<b>Revenues/Sources</b>						
Governance	14,363	3,840	274%	10,523	11,607 (1,084)	Bencubbin Centenary grant & bench seat contributions <i>Minor Items</i>
General Purpose Funding	324,770	354,724	(8%)	(29,953)	(28,955) (999)	FAGS under budget <i>Minor Items</i>
Law, Order, Public Safety	314,393	3,356	9268%	311,037	314,158 (3,121)	DFES fire truck grant- offset by cost of fire truck <i>Minor Items</i>
Health	53,461	32,700	0%	20,761	(14,743) 35,504 -	NEW Health Reimbursement invoices not yet done Proceeds on disposal of vehicle <i>Minor Items</i>
Education and Welfare	33,719	30,172	12%	3,548	3,548	<i>Minor Items</i>
Housing	37,404	42,699	(12%)	(5,295)	(6,933) 1,638	Rental income under budget <i>Minor Items</i>
Community Amenities	104,926	103,894	1%	1,032	1,032	<i>Minor Items</i>
Recreation and Culture	3,601	8,505	(58%)	(4,904)	(4,904)	<i>Minor Items</i>
Transport	362,578	339,575	7%	23,003	22,767 236	Main Roads Direct Grant over budget <i>Minor Items</i>



**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2017 to 30 September 2017**

	30 September 2017 YTD Actual \$	30 September 2017 YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
Economic Services	46,814	47,775	(2%)	(961)	(961)	Minor Items
Other Property and Services	32,485	19,896	63%	12,589	23,782	Reimbursement of licencing fees over charged
					(4,954)	Beacon Barracks income under budget
					(4,975)	Private Works income under budget
					(1,265)	Minor Items
<b>Total Revenues excl Rates</b>	<b>1,328,514</b>	<b>987,135</b>	<b>35%</b>	<b>341,379</b>		
<b>Amount Raised from Rates</b>	<b>1,321,136</b>	<b>1,359,995</b>	<b>(3%)</b>	<b>(38,859)</b>	15,000	Ex Gratia rates not yet raised
					(53,420)	Discount Amount
					(439)	Minor Items

**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2017 to 30 September 2017**

	30 September 2017 YTD Actual \$	30 September 2017 YTD Budget \$	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable) \$	Components of Variance Favourable/ (Unfavourable) \$	
<b>(Expenses)/(Applications)</b>						
Governance	(133,343)	(179,570)	26%	46,227	17,115	Subscriptions under budget
					5,751	Consultants under budget
					3,008	Public Relations/Donations under budget - timing
					9,664	Admin allocations - timing
					8,250	Workers Comp Insurance under budget
					2,439	Minor Items
General Purpose Funding	(15,855)	(17,340)	9%	1,485	1,485	Minor Items
Law, Order, Public Safety	(83,257)	(32,438)	(157%)	(50,819)	(34,576)	Loss on disposal of fire truck
					(14,261)	Depreciation on disposed fire truck
					(1,983)	Minor Items
Health	(45,579)	(81,892)	44%	36,313	13,810	Medical Practice invoice for July & August not received
					7,289	EHO Expenditure under budget
					1,053	Mosquito Control under budget
					13,393	NEW Health Expenditure under budget
					769	Minor Items
Education and Welfare	(59,690)	(61,259)	3%	1,569	1,569	Minor Items
Housing	(175,883)	(117,424)	(50%)	(58,459)	(56,033)	Community Housing mtc under budget - timing. All building mtc jobs have been issued and are being worked through when time permits
					(2,426)	Minor Items
Community Amenities	(67,032)	(64,498)	(4%)	(2,534)	(2,534)	Minor Items

**Shire of Mt Marshall**  
**Report on Significant Variances - Operating Income & Expenditure**  
**For the Period 1 July 2017 to 30 September 2017**

	<b>30 September 2017 YTD</b>	<b>30 September 2017 YTD</b>	<b>Budget to Actual YTD</b>	<b>Budget to Actual YTD</b>	<b>Components of Variance</b>	
	<b>Actual</b>	<b>Budget</b>		<b>Favourable/ (Unfavourable)</b>	<b>Favourable/ (Unfavourable)</b>	
	<b>\$</b>	<b>\$</b>	<b>%</b>	<b>\$</b>	<b>\$</b>	
Recreation & Culture	(214,383)	(189,089)	(13%)	(25,294)	(12,881)	Public Halls under budget - timing
					(17,791)	Swimming Pool under budget - timing
					5,377	Minor Items
Transport	(658,741)	(698,079)	6%	39,338	42,945	Road Maintenance under budget - timing
					13,532	Street Cleaning under budget - timing
					3,750	Traffic signs under budget - timing
					(18,300)	Depreciation over budget - timing
					(2,590)	Minor Items
Economic Services	(110,587)	(141,963)	22%	31,376	36,495	Employment of Economic Development Officer - Timing
					(5,119)	Minor Items
Other Property and Services	(49,038)	(26,700)	(84%)	(22,338)	(24,389)	Parts & Repairs over budget - timing
					2,052	Minor Items
<b>Total Expenses/Applications</b>	<b>(1,613,387)</b>	<b>(1,610,252)</b>	<b>(6%)</b>	<b>48,980</b>		

**Shire of Mt Marshall**  
**Capital Expenditure Report on Significant Variances**  
**For the Period 1 July 2017 to 30 September 2017**

	Full Year Budget	30 September 2017 YTD Actual	30 September 2017 YTD Budget	Budget to Actual YTD %	Budget to Actual YTD Favourable/ (Unfavourable)	Commentary
	\$	\$	\$	%	\$	
<b>Capital Expenditure</b>						
<b>Governance</b>						
Purchase Vehicle - Admin	85,000	-	-	0%	-	
<b>Law Order &amp; Public Safety</b>						
Isuzu FSS600 Fire Tender	-	330,521	-	100%	(330,521)	Fully covered by DFES Grant
<b>Health</b>						
New Health Purchase Of Motor Vehicle	25,000	37,301	-	100%	(37,301)	Vehicle costs were unknown, NEW Health budget only included change over costs
<b>Education &amp; Welfare</b>						
Purchase Land & Buildings - Welfare Aged	81,600	81,600	81,600	0%	-	
<b>Community Amenities</b>						
Land & Buildings - Community Amenities	5,000	-	-	0%	-	
Water Collection Projects	57,750	12,572	14,436	13%	1,864	
Portable Toiles	12,000	-	-	0%	-	
<b>Recreation &amp; Culture</b>						
Beacon Recreation Ground Power Upgrade	15,000	2,873	15,000	81%	12,127	Final cost under budget
Other Infrastructure - Beacon Central & Hall Car Parks	30,000	-	-	0%	-	
Bencubbin Rec Complex	2,447,761	82,786	87,360	5%	4,574	
<b>Transport</b>						
Road Construction	2,172,228	189,361	379,750	50%	190,389	Timing
Footpath Construction	20,000	-	-	0%	-	
Plant Purchases	440,000	-	-	0%	-	
Beacon Airstrip Upgrade	400,000	-	-	0%	-	
Motor Vehicle Purchases	97,000	-	97,000	100%	97,000	Timing - Vehicles currently advertised for tender
<b>Economic Services</b>						
Sandalwood Shops Capital Works	22,000	-	-	0%	-	
<b>Total Capital Expenditure</b>	<b>5,910,339</b>	<b>737,014</b>	<b>675,146</b>	<b>(9%)</b>	<b>(61,868)</b>	